

CITY OF MONTCLAIR  
ADOPTED BUDGET  
Fiscal Year 2023-24



# **City of Montclair**

California

## **Montclair City Council**

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**City of Montclair**  
**FY 2023-24 ADOPTED BUDGET**  
**TABLE OF CONTENTS**

	Page
City Manager's Message.....	i
History of Montclair .....	lxvi
Demographic Profile.....	lxx
Budget Development Timeline.....	lxxiv
 Budget Summaries	
Combined Sources & Uses Statement .....	1
Fund Descriptions .....	3
Revenues	
Summary Schedule of Revenue by Fund .....	10
Actual and Estimated Revenues .....	12
Notes to Actual and Estimated Revenues .....	24
General Fund Revenues by Source – Graph .....	31
Operating Expenditure Budgets	
Operating Budgets – Totals by Fund .....	32
Comparative Operating Appropriations Budgets .....	33
Operating Budget by Department – Graph .....	34
Operating Appropriations Budget by Fund .....	35
General Fund Operating Budget by Department – Graph .....	36
Operating Appropriations Budget by Object Class .....	37
Operating Budget Annual Increase (Decrease) by Object Class – Graph .....	38
Summary of Authorized Full Time Positions .....	39
Budget Resolution .....	41
Article 13-B Disclosures .....	42
 Departmental Operating Budgets	
City Council .....	A-1
City Manager .....	B-1
Administrative Services .....	C-1
Human Services .....	D-1
Police .....	E-1
Fire .....	F-1
Public Works .....	G-1
Community Development .....	H-1
Economic Development .....	I-1
City Attorney .....	J-1
Citywide .....	K-1
CFD Operations .....	L-1
 Supplemental Information	
Equipment Replacement Funding Analysis .....	M-1
Glossary of Terms .....	M-4
Acronyms .....	M-7
Salary Schedule .....	M-11
Organization Charts .....	M-15
Index .....	M-26



June 7, 2023

**Subject: CITY MANAGER'S FISCAL YEAR 2023-24 BUDGET MESSAGE**

**To: Honorable Mayor and City Council**

**Presented for your consideration: CITY OF MONTCLAIR  
FISCAL YEAR 2023-24 BUDGET AND CITY MANAGER'S BUDGET  
MESSAGE**

## **I. INTRODUCTION**

### ***Fiscal Year 2023-24 Appropriations/Transfers:***

#### **➤ Appropriations Budget.**

**Table 1**, below, details the proposed Appropriations Budget for All Funds and the General Operating Fund:

**Table 1  
Appropriations Budget: All Funds and General Operating Fund  
Current and Prior Year**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 57,776,276	\$ 52,700,072	\$ 5,076,204
General Operating Fund	\$ 35,641,007	\$ 32,591,823	\$ 3,049,184

**Table 1**, above, demonstrates that for Fiscal Year 2023-24, the proposed General Operating Fund Budget projects robust growth, driven largely with revenue generated by *Measure L*, Montclair's transactions and use tax ballot measure approved by voters in November 2020.

#### **➤ Factors Influencing Appropriations Budget.**

##### **COVID-19 Pandemic.**

The City's economic growth is also attributed to ongoing improvements in local, regional, state and national economic activity as these sectors continue their emergence from the economic fallout related to the COVID-19 (novel coronavirus)

June 7, 2023

pandemic—a global pandemic caused by the SARS-CoV-2 virus, first identified in an outbreak in the Chinese City of Wuhan in December 2019.

Within two months after the virus was first detected in China it spread worldwide, causing the World Health Organization (WHO) to declare a public health emergency of international concern on January 30, 2020. WHO elevated the public health emergency to a worldwide pandemic on March 11, 2020. Following this latter declaration by WHO, the U.S. government and most state, county and municipal governments each issued public health emergencies that temporarily closed or slowed down many sectors of the U.S. economy.

As of June 5, 2023, worldwide the virus infected more than 767 million people, resulting in more than 6.940 million deaths. In the United States, an estimated 103.5 million people contracted the virus, and nearly 1.128 million died. The coronavirus pandemic is considered to be one of the deadliest in world history.

During the course of the pandemic, California experienced at least three major spikes in the virus, producing significant harm to the state in terms of lives lost, the number of reported cases, and economic decline:

- **California COVID Data.** As of June 5, 2023, California recorded more than 12.276 million COVID-19 cases and 104,958 deaths. California is among the top 12 states in administering the COVID-19 vaccination—approximately 75% of all Californians have been fully vaccinated, including 93% of residents 65 and up; and an estimated 42% of Californians received at least one booster shot, including 73% of residents 65 and up.

Of the four largest states, California, Texas, Florida and New York, statistically California, with a population of 39,512,223, had the best outcome record with 310,689 cases per million of population and 2,606 deaths per million of population. In contrast, Florida, with a population of 21,477,737, had the worst outcome record with 353,292 cases per million of population and 4,121 deaths per million of population.

As of May 11, 2023, the COVID-19 California Dashboard is no longer reporting aggregate cases; however, the California Department of Public Health (CDPH) will continue to report sustainable and meaningful data that allow for timely monitoring of COVID-19 in the state.

- **COVID-19 Public Health Emergency Terminated.** On February 28, 2023, California Governor Gavin Newsom issued a proclamation terminating the State's COVID-19 public health emergency. The state's [SMARTER Plan](#) will maintain California's operational preparedness to address the next phase of the COVID-19 pandemic, and will continue to guide the state's work to support communities across California. Additionally, California public health officials state that COVID-19 vaccines, testing, and treatment will continue to be available at sites within local communities across the state.

On April 10, 2023, the U.S. national emergency response to the COVID-19 pandemic ended after President Joseph Biden signed a Congressional resolution to bring it to a close after approximately three years. The national emergency allowed the U.S. government to take sweeping steps

June 7, 2023

to respond to the virus and support the country's economic, health and welfare systems.

A major national tool to combat and overcome the novel coronavirus was Operation Warp Speed (OWS), launched by the administration of former President Donald Trump. OWS was a public-private partnership launched in May 2020 to facilitate and accelerate the development, manufacturing and distribution of COVID-19 vaccines, therapeutics, and diagnostics. Primary focus was directed at the mass production of multiple vaccines, and allowing for faster distribution if clinical trials confirmed vaccine efficacy. Effective vaccines produced by Pfizer and Moderna were given emergency use authorization by the Food and Drug Administration (FDA) in early December 2020, with the first COVID-19 vaccines administered to health care workers on December 14, 2020.

While COVID-19, like the annual flu, will remain a public health concern for the indefinite future, its prevalence as a major public health threat has receded. COVID-19 will, however, continue to influence some aspects of the nation's economy, at least through 2024, as various economic sectors continue to cope with a rebuilding effort that restores manufacturing capability, reduces supply chain shortages, copes with employee retention, and controls inflation-related adjustments in goods, services and commodities.

➤ **Proposed General Operating Fund Transfers.**

**Table 2**, below, identifies Proposed General Operating Fund Transfers:

**Table 2**  
**Proposed General Operating Fund Transfers**

To	From	Purpose	Transfer Amount
General Operating Fund	Traffic Safety Fund	Program Costs	\$ 100,000
Gold Line Betterment Reserve Fund	General Operating Fund	Establish Fund	\$ 1,250,000
Street Maint Reserve Fund	General Operating Fund	Establish Fund	\$ 1,250,000
Homelessness Advocacy/ Housing/Outreach Assistance Reserve Fund	General Operating Fund	Establish Fund	\$ 500,000
Economic Development Assets Fund	General Operating Fund	Provide Funding	\$ 785,229
Total Transfers			<u>\$ 3,885,229</u>

As indicated in **Table 2**, above, the Fiscal Year 2023–24 Budget proposes the following annual transfer into the General Fund Operating Fund for program-related costs, as well as transfers out of the General Operating Fund to three newly established Special Reserve Funds and to the Economic Development Assets Fund for operational purposes—approval of the Fiscal Year 2023–24 Proposed Budget secures, for transfer and use, the funds as provided for in **Table 2**:

June 7, 2023

- **Traffic Safety Fund.** \$100,000 from the Traffic Safety Fund to the General Operating Fund. This annual transfer reimburses the General Operating Fund for program-related costs.
- **Gold Line Betterment Reserve Fund.** \$1,250,000 to a Gold Line Betterment Reserve Fund to achieve City Council directed infrastructure betterments to the Gold Line light rail corridor at Monte Vista Avenue and/or the Montclair Transcenter. The City Council will be requested to allocate additional funds to the Gold Line Betterment Reserve Fund in additional years so that adequate funding will be available when construction of the Gold Line from Pomona to Montclair commences. Betterments may include, but are not limited to, the following:
  - Pedestrian bridge crossing from the west to east side of Monte Vista Avenue. City staff is working with the Gold Line Construction Authority to obtain Public Utility Commission (PUC) approval and construction requirements and costs.
  - “*Welcome to Montclair*” signage and City logo affixed to deck support girders on the north side of the proposed Gold Line light rail bridge/pedestrian bridge and the south side of the existing Metrolink bridge.
  - Montclair Transcenter facility improvements—see following discussion.

In addition to the Gold Line Betterment Reserve Fund, and in support of Montclair Transcenter facility improvements, City staff has applied, through the offices of Senators Diane Feinstein and Alex Padilla and Congresswoman Norma Torres, for \$5.6 million in Community Project Funds for the Montclair Transcenter Facilities Enhancement Project. Montclair has had good fortune in securing funds through the Community Project Funds program: In 2002, Montclair’s Congressional representatives obtained for Montclair \$2 million in Community Project Funds for improvements at Saratoga Park—L.D. King, Inc./Surveyors and Engineers is currently working on design plans for Saratoga Park improvements.

The Montclair Transcenter Facilities Enhancement Project, if approved by Congress, would include a number of enhancements to existing Transcenter facilities that would complement the City’s Gold Line Betterment program. Improvements may include new Transcenter furniture, shade structures, perimeter fencing, landscaping, bike storage facility, EV-charging stations, solar power shade structures, and a kiosk that would accommodate security personnel, ticket sales and vendor space for refreshments.

City Staff recommends the City Council consider and approve the proposed allocation of \$1.25 million for Fiscal Year 2023–24 to the newly established Gold Line Betterment Reserve Fund as an appropriate use of General Fund Revenue.

June 7, 2023

For additional information on planned development of the Montclair Transcenter, refer to “**Montclair Transcenter-related projects: *Montclair Transcenter – Property Acquisition***.” on [pages liii and liv](#) of this Budget Message.

- **Street Maintenance Reserve Fund.** \$1,250,000 to a Street Maintenance Reserve Fund to provide for preventive maintenance of street assets before replacement or major rehabilitation becomes necessary. The City Council will be requested to allocate annual funds to the Street Maintenance Reserve Fund to provide for ongoing preventive maintenance of street assets.

Following City Council approval of the 2014 and 2021 series of lease revenue bonds, Montclair committed to a track of spending an estimated \$60+ million in combined Lease Revenue Bonds and Redevelopment Agency Tax Revenue Bonds for street rehabilitation projects. A Street Maintenance Program will provide for the long-term protection of these ongoing investments.

Other available funds for local road and highway projects include State Gas Tax allocations, including funds from Senate Bill 1:

- *SB 1 Funds.* Senate Bill 1 (SB 1), authorized as a voter approved initiative known as the Road Repair and Accountability Act of 2017— is the largest transportation investment in California history. SB 1 also represented the first per-gallon increase in the state excise tax on gasoline since 1994, and provides for inflationary adjustment on the fuel tax in future years.

Upon full implementation, SB 1 is projected to generate over \$5 billion annually. Funds are deposited in the Road Maintenance and Repair Account (RMRA), with approximately \$1.5 billion annually dedicated, by formula, to local governments for use outside of normal maintenance of effort requirements. For Fiscal Year 2023–24, Montclair is projected to receive approximately \$943,000 from the RMRA account.

SB 1 funds submitted to local governments can be used to address local street and road maintenance and rehabilitation, transit operations and capital, local partnership programs, active transportation programs, local planning grants and critical transportation-related safety projects. Montclair receives an annual allocation of SB 1 funds, assigned with other Gas Tax revenues. Gas Tax and SB 1 funds are restricted for qualifying projects and, if available for use, will be applied to projects that could otherwise be funded through the Street Maintenance Reserve Fund.

SB 1 funds are also used to support transportation-related grant programs through the State’s Transportation Improvement Program (TIP); e.g., Montclair has in reserve \$15 million in TIP funds for construction of the Central Avenue Bridge at the Union Pacific Railroad Tracks.



June 7, 2023

The City's expansive Bond program for street rehabilitation includes the following recent and planned improvements:

- Repaving of nearly every street in the City.
- Reconstruction of many of the City's alleyways, including alleyways reconstructed with Community Development Block Grants (CDBG).
- Rehabilitation of medians, including:
  - ✓ Central Avenue, north of the Interstate-10 Freeway to the City's north border with Upland, including new signalization and redesign of street sections;
  - ✓ Mills Avenue, between Holt Boulevard and Arrow Highway;
  - ✓ Benson Avenue, north of the Interstate-10 Freeway;
  - ✓ Monte Vista Avenue, at Palo Verde Street and north of the Interstate-10 Freeway;
  - ✓ Holt Boulevard median landscape improvements;
  - ✓ Mission Boulevard median landscape improvements;
  - ✓ Palo Verde Street median landscape improvements; and
  - ✓ San Jose Street (immediately west of Monte Vista Avenue) median landscape improvements.
- Bicycle lanes on thoroughfares throughout the City, including:
  - ✓ Orchard Street, from Benson Avenue to Mills Avenue;
  - ✓ Benson Avenue, from Holt Boulevard to Arrow Highway—Montclair and Ontario are in discussions to evaluate conversion of Benson Avenue to one lane, either direction, with north and south bicycle lanes;
  - ✓ San Bernardino Street, from Mills Avenue to Central Avenue;
  - ✓ Mills Avenue, from Holt Boulevard to San Jose Street; and

June 7, 2023

- ✓ Streets throughout the North Montclair Downtown and Montclair Place Specific Plan areas.
- Complete Streets Program Throughout the North Montclair Downtown and Montclair Place Specific Plan Areas. The complete streets program takes into consideration a holistic approach to planning, designing and constructing or rehabilitating streets to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

A complete street may include sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crosswalks, medians, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, green/open spaces, landscaping and other design and traffic calming features.

*Why a complete streets program?* Statistics bear out that nationally, and locally, the U.S. is in the midst of a historic and alarming increase in the numbers of pedestrians struck and killed while walking—an increase in pedestrian traffic fatalities that has been on a steady rise since 2009, as announced by the Governors Highway Safety Administration (GHSA).

In 2009, 4,109 pedestrians lost their lives in vehicle-related accidents. In the interceding years between 2009 and 2022, the number of pedestrian deaths climbed annually, reaching 7,485 deaths in 2021. During the first half of 2022, pedestrian deaths appeared to be on track to exceed the 2021 total by 5 percent—the Governor’s Highway Safety Association states that 3,434 pedestrians were killed from January to June 2022.

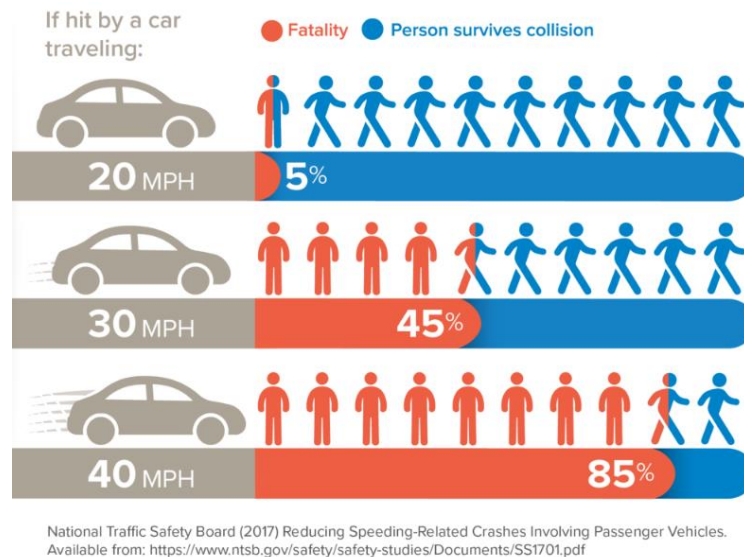
The three largest states, California, Texas and Florida experienced nearly 40 percent of the 2022 six-month national total, with California reporting 504 pedestrian deaths, Florida reporting 443 deaths, and Texas reporting 368 deaths. Florida tops the list as the deadliest state for pedestrians in terms of deaths per 100,000 of population, at a rate that is more than 1.8 times that of California. The GHSA opines that the only way to reverse the trend is to “do more of everything that works—more and better designed infrastructure to keep people walking safe....”

In March 2022, the National Highway Traffic Safety Administration (NHTSA) released its [Overview of Motor Vehicle Crashes in 2020 \(dot.gov\)](#). In the report, the NHTSA focused on three major behavioral factors related to crashes and determined that speeding, alcohol-impaired driving and seat belt non-use were the leading causes of accidents. Of

June 7, 2023

these three behavioral factors, and as it relates to vehicle-pedestrian accidents, vehicle speed is a primary factor in pedestrian-related fatalities; speed is also the best predictor as to whether or not vehicle-pedestrian accidents will result in injury or death, as indicated in **Chart 1**, below.

**Chart 1**  
**Speed as a Determining Factor in Pedestrian Injuries or Deaths**



One of the best ways to reduce speeds and speeding is through a different approach to street design that prioritizes safety above all else, but especially over vehicle speed. Montclair’s pursuit of complete street designs in North Montclair—a planned, pedestrian-heavy-environment—is central to the City’s prioritization of traffic safety.

Montclair’s Complete Streets Program, or elements thereof, will focus on the redesign of the following streets, or segments thereof:

- ✓ Central Avenue, from the north side of the Interstate-10 Freeway to Montclair’s northern border;
- ✓ Arrow Highway, between Mills Avenue and Central Avenue;
- ✓ Fremont Avenue, between the Montclair Transcenter and Moreno Street;
- ✓ Moreno Street, between Monte Vista Avenue and Central Avenue;

June 7, 2023

- ✓ Monte Vista Avenue, from the north side of the Interstate–10 Freeway to the Pacific Electric Trail;
- ✓ Richton Street, between Monte Vista Avenue and Central Avenue;
- ✓ Huntington Drive, to be constructed by Trammel Crow Residential as part of the Vulcan property site development, roughly between Claremont Boulevard and Monte Vista Avenue; and
- ✓ Streets within the Montclair Place District.

Based on the above, ongoing monetary investments to rehabilitate and re–imagine Montclair’s streets, including through a Complete Streets Program, it is recommended that the City Council consider initiating the process of setting aside funds to develop a street maintenance program directed towards preventive maintenance and corrective maintenance activities, as follows:

- ✓ [Preventive Maintenance](#) represents services completed before street failures occur. Related tasks can be directed at preventing failure, minimizing the consequences of failure, or assessing the risk of failure occurring. This defined strategy may involve condition/predictive assessment of street assets; followed by treatments or repairs to, or restoration of, street assets while they remain in serviceable condition, and at regular intervals before replacement or major rehabilitation becomes necessary.
- ✓ The larger objective of a Preventive Maintenance program is to reduce the need for [Corrective Maintenance](#), which represents services completed after a failure has occurred, either as Deferred Corrective Maintenance or as emergency maintenance. Deferred Corrective Maintenance is based on the assumption that preventing failure is either not economical, not possible, or unavoidable through preventive maintenance. Emergency corrective maintenance represents unanticipated corrective maintenance that may not be avoidable, but the occurrence of which should be minimized through an active preventive maintenance program.

Staff recommends the City Council consider and recognize that the proposed allocation of \$1.25 million for Fiscal Year 2023–24 to a Street Maintenance Reserve Fund is an appropriate use of General Fund Revenue. Furthermore, the Public Works Department shall be directed to develop a City of Montclair Street Maintenance Program that will provide for

June 7, 2023

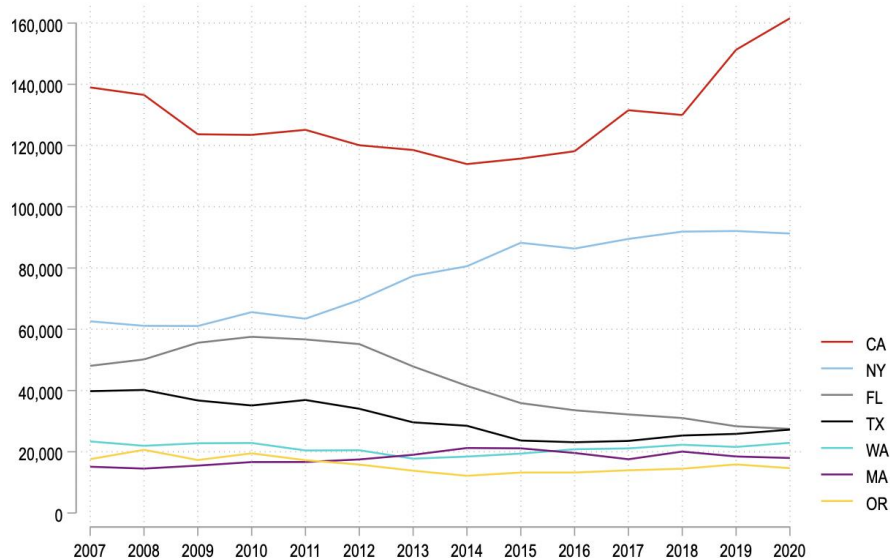
preventive maintenance solutions in support of the City Council's historic investment in City streets.

- **Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund.** \$500,000 to a Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund to provide funding for homelessness advocacy/housing/outreach assistance. Funds would be administered by the Economic Development Agency, in cooperation with the Community Development Department/Code Enforcement Special Operations Unit.

For decades, California has had one of the country's largest populations of unhoused people. In recent years, however, the challenges related to homelessness have increased. Homeless counts in California rose by 42 percent between 2014 and 2020, while the rest of the country experienced an overall 9 percent increase—the effects of the pandemic years on California's homeless population have yet to be fully tabulated. On any given night, California has more than 160,000 homeless persons.

**Chart 2**, below, shows, from 2007 to 2020, the comparative rise versus decline and/or flattening out in homeless persons in the seven U.S. states with significant homeless populations. California's homeless population appears to be on a significant rise since 2016, followed with a less dramatic rise in New York from 2011 to 2015, followed by a flattening out starting in 2015. Other states grouped in the survey show (i) a decline and flattening out for Florida; (ii) a decline followed by slight rise for Texas; and (iii) generally level conditions over the same 13-year period for Washington, Massachusetts and Oregon.

**Chart 2**  
**State Homelessness Point-in-Time Counts**  
**Comparative Analysis—2007 to 2020**



June 7, 2023

An estimated 70 percent of California's homeless live outside a shelter system; i.e., they sleep in tents, public open spaces, or vehicles. By contrast, in New York only 5 percent of the homeless population are unsheltered. Opinions diverge on how to reduce California's unsheltered homeless population, with disputes centering around whether to focus on building permanent housing versus shelters and interim housing.

- *California's Commitment to Addressing Homelessness.* California's homeless population has, thus far, been immune to the billions of dollars spent on trying to combat California's chronic homelessness. Between 2018 and 2020, California spent \$13 billion on homelessness across nine state agencies, and through 41 different programs; and, in 2021, Governor Gavin Newsom signed a \$12 billion funding package of bills to tackle the homelessness crisis.

In 2022, Governor Newsom authorized an additional \$7.2 billion over three years to 20 major housing and homelessness programs. Most of the funding—\$5.4 billion—is primarily for housing-related proposals, while \$1.9 billion is allocated primarily towards homelessness-related programs.

In March 2023, Governor Newsom announced the release of \$1 billion in Homeless Housing, Assistance and Prevention (HHAP) funding to support communities across the state stepping up their work to reduce homelessness. The Governor paused this funding in 2022, demanding that local governments pursue greater target commitments to achieve a reduction in homelessness statewide by 2025.

Governor Newsom has also announced the state's largest mobilization of small homes (1,200) to serve people experiencing homelessness, with delivery scheduled to the cities of Los Angeles, San Jose and Sacramento, and San Diego County. The homes are provided free of charge and are occupant ready. Locations for placement of small homes is the responsibility of the local jurisdictions. Participating local governments will own the units, recruit tenants, provide all necessary wraparound services, and be responsible for securing any other, required funding.

- *Housing Crisis.* California is also tackling homelessness by addressing the need to create more housing in the state. California has one of the most expensive and fastest-growing housing markets in the nation. Between 2000 and 2021, home values more than tripled in most California metro areas. In June 2020, the median price of an existing single-family home shot up from \$626,170 to a peak of \$900,170 in May 2022, according to data compiled by the California Association of Realtors. That's an increase of 44% in less than two years. Since then, high interest rates have brought California's housing inflation back down—the median price in March 2023 was [\\$791,490](#), still more than twice the [national median of \\$375,700](#).

June 7, 2023

High housing costs and a low stock of affordable housing combine to create a precarious situation, especially for lower-income families and individuals who are at high risk of becoming homeless.

High housing costs are rooted in both demand- and supply-side factors. On the demand side, California boasts robust jobs and household income growth. Between 1990 and 2017, high-paying industries in the state embraced the most vigorous job growth in the nation, including in the growth industries of information technology (up 127 percent), education and health services (up 107 percent), and professional and business services (up 84 percent). In 2021, California accounted for 44 percent of the nation's new jobs that year, and the trend continues to this day.

California's economic prowess has greatly increased the demand for housing; however, the supply of available housing units has fallen short of the state's growing requirement, and has also fallen below the national average for new housing starts since 1991.

According to state officials, one key factor exacerbating the housing supply shortage is the tendency for local governments to restrict development to single-family zoning, coupled with local opposition to new housing, whether it be against affordable or market-rate housing. The California Legislative Analyst's Office reports that [each additional growth control policy a community adds is associated with a 3 to 5 percent increase in home prices.](#)

Other factors related to high housing costs include costs associated with zoning changes, uncertainties in housing development related to lengthy entitlement processes, permit application fees, site plan reviews, design reviews, and environmental impact reviews (EIR) required by the California Environmental Quality Act (CEQA).

For projects that require an EIR under CEQA, the timelines for approvals vary from city to city and can range from 12 months to as long as 77 months. In recent years, CEQA lawsuits have also been used to try to block infill housing. CEQA lawsuits can be filed anonymously, and by parties attempting to advance an economic rather than environmental agenda.

Legislative efforts have been made in recent years to accelerate housing production, subdivide lots, and relax certain zoning restrictions to allow for more home construction. Senate Bill 35 was signed into law in 2017, aiming to streamline the approval processes for multifamily housing development. Senate Bill 9 was ratified four years later, allowing many homeowners to build additional dwelling units (ADUs) on their property or subdivide their land into two lots. The construction of ADUs could help create more than 700,000 new homes across the state that would otherwise not be market feasible; however, certain requirements such as owner-occupancy may limit the potential for ADU development.



June 7, 2023

- *Mental Illnesses and Addictions.* The lack of available housing is only one of several contributing causes to homelessness. Another major challenge affecting homelessness relates to the interactions between mental illness and drug addictions—both common to persons who are homeless.

Drug addiction and mental illness are consistent risk factors for homelessness. In 2020, an estimated 25 percent of all homeless adults in Los Angeles County were considered to have severe mental illnesses such as a psychotic disorder and schizophrenia, while 27 percent had a long-term substance use disorder. Moreover, a higher percentage of the chronically homeless have a drug addiction, a severe mental illness, or both. A similar case can be made of homeless populations in neighboring California counties.

Additional studies establish the connection between substance use, mental illness and homelessness. In 2019, the Los Angeles Homeless Services Authority released [a report](#) showing 25 percent of the unsheltered homeless had a severe mental illness and 14 percent had a substance use disorder. Using the same survey data, the *Los Angeles Times* [showed](#) a much higher prevalence level: about 51 percent with mental illness and 46 percent with substance use disorder. The critical difference between the two reports is in their definition of mental health and drug addiction. The state government's estimates are lower because they only count people with a *permanent or long-term severe* condition. In any event, the prevalence for both mental illness and substance addiction is particularly high (75 percent) among the chronically homeless.

The nationwide deinstitutionalization of mental health patients also remains as a critical contributor to homelessness—in 1955 the number of mentally ill patients in public psychiatric hospitals was 558,239, and by 2016 the number had declined to 37,209. Governor Newsom's recent Cares Court Initiative may see a reversal of this decline in California, with the Care Court empowered to mandate mental health care for patients with severe mental health illnesses.

Montclair Special Operations Code Enforcement Unit will work with San Bernardino County officials to facilitate the placement of eligible individuals within the jurisdiction of the Cares Court. However, City staff's primary effort will be the continued pursuit of funding for the development of affordable housing and seeking state, county and private funds for the development of homeless housing/assistance programs. This effort will include a focus on securing state, county and/or federal funds for renovation of an existing facility (for example, a motel) for conversion to a shelter/navigation center that would offer temporary housing coupled with medical, mental, substance abuse and permanent housing search assistance.

Based on the above discussion, staff recommends the City Council consider and recognize that the proposed allocation of \$500,000 for Fiscal Year 2023–24 to a Homelessness Advocacy/Housing/Outreach Assistance



June 7, 2023

Special Reserve Fund is an appropriate use of General Fund Revenue. Additionally, City staff will continue to pursue grants and apply for federal, state and private funding for development of housing development and assistance programs for members of Montclair's homeless population.

- **Economic Development Agency and the Economic Development Assets Fund.** \$785,229 to the Economic Development Assets Fund (EDAF) to provide funding within the Economic Development Agency (EDA) for real property acquisition in the community to assist with, and encourage affordable housing development and economic development activity and to facilitate development of housing targeting members of Montclair's Homeless population.

When establishing the EDAF at the beginning of Fiscal Year 2022–23, the City Council transferred \$4.98 million from the former Economic Development Fund to the EDAF, plus an additional \$1.5 million for affordable housing acquisition. In addition, in 2021, the City received approximately \$3.4 million from Augusta Homes—assets also allocated to the EDAF for acquisition of affordable housing.

Together, assets of the EDAF, including the proposed \$500,000 allocation to the Homelessness Advocacy/Housing/Outreach Assistance Special Reserve Fund, can be used to facilitate not only the acquisition of affordable housing and economic development, but also for development of housing targeting members of Montclair's Homeless population.

- *Real Property Acquisition.* During Fiscal Year 2022–23, the EDA acquired the following properties, which have been re-assigned to the Montclair Housing Corporation for administration as affordable housing units:
  - 5072 Moreno Street – Purchase Price, \$440,000;
  - 9814 Monte Vista Avenue – Purchase Price, \$617,500
  - 9875 Monte Vista Avenue – Purchase Price, \$615,000
  - 9878 Monte Vista Avenue – Purchase Price, \$614,500
  - 10053 Central Avenue – Purchase Price, \$655,000

During Fiscal Year 2022–23, the EDA acquired the following property held by the EDA for future development, potentially in relation to an affordable housing project, or in exchange for an alternative site that could be used for an affordable housing project:

- Richton Street vacant lot (north of the Hasco Outlet at 8710 Central Avenue – Purchase Price \$1.553 million

During Fiscal Year 2022–23, the EDA acquired the following property, held by the EDA for assemblage with other adjoining properties for future commercial development:

June 7, 2023

- 9617 Central Avenue – Purchase Price \$649,000

The EDA is currently in negotiations to acquire three additional properties on Central Avenue, including two properties for assemblage with other, adjoining properties for future commercial development.

The EDA is also critical to the development of funds designed to achieve development of affordable housing. To that end, the EDA is currently in the process of redrafting the City's Inclusionary Housing Ordinance.

- *Inclusionary Housing Ordinance.* The EDA has oversight responsibility for the City's Inclusionary Housing Ordinance (IHO). A successor IHO is currently under development—the revised ordinance will mandate inclusion of affordable housing units within each project covered under provisions of the IHO, the transfer of real property to the EDA for affordable housing development or, alternatively an in IHO revised in lieu fee paid to the EDA and tied to a project's unit count/square footage—in lieu fees would be used for development of affordable housing.

Excluding housing-related real property (104 housing units) assigned to the Montclair Housing Corporation, real property purchased through the EDAF is held by the EDA for future development, either through public-private-partnerships (PPP), in partnership with non-profit agencies, or by sale to private entities for development purposes. Receipts from the sale of real property held by the EDA would be retained by the EDAF for additional real property acquisition, economic development activities, or for affordable housing projects sponsored by the EDA.

- **Mobile Home Park Revenue Refunding Bonds.** Montclair's capacity to promote affordable housing was further enhanced by the April 2022 deposit with the Housing Authority of approximately \$3.172 million in RDA residual receipt loans, including interest, related to the City's settlement terms with Augusta Communities.

In the early 2000s, a series of RDA residual receipt loans were provided to Augusta Communities to acquire and maintain, for affordable housing purposes, mobile home parks in Montclair. In association with the provision of loans, and in order to ensure affordability covenants for a thirty year period, the City Council adopted a mobile home rent control ordinance to regulate rent increases at mobile home parks in Montclair, including properties managed by Augusta Communities—a 501(c)(3) mobile home park management company chartered by the City to maintain affordability covenants for three Montclair mobile home parks (Monterey Manor Mobile Home Estates, Hacienda Mobile Home Park, and Villa Montclair Mobile Home Park).

June 7, 2023

In April 2022, Augusta Communities refunded their *2012 Issue of Mobile Home Park Revenue Refunding Bonds* and, under terms of the refinancing package agreed to by Montclair, was required to (i) extend affordability covenants on the units at the three mobile home parks through 2052; and (ii) repay approximately \$2.4 million in Montclair RDA residual receipt loans, plus interest, for a total of \$3.172 million, to the Montclair Housing Authority.

Montclair's achievements related to the refinancing of Augusta Communities *2012 Issue of Mobile Home Park Revenue Refunding Bonds* served to (i) ensure availability of affordable housing at the three mobile home parks; and (ii) provide funding for the Housing Authority to pursue affordable housing development. The latter achievement has significant value to the Housing Authority because it follows elimination of community redevelopment agencies in 2012 and the requirement under Division 24, Part 1 of the Health and Safety Code, to set aside 20 percent of RDA property tax increment for affordable housing development. Statewide loss of the 20 percent set aside has created a funding void in California for development of affordable housing units.

- **EDA's Economic Role.** With the lack of affordable housing continuing as a significant, statewide concern, Montclair's EDA has evolved into a tool that will emphasize economic development and housing in equal parts. A primary objective of the EDA remains, however, the stimulation of economic activity in the community.

The EDA's economic role requires a variety of interfaces including, but limited to, the acquisition of real property for development, representation of the City at economic development/commercial trade events, interaction with representatives from the business community, economic assistance to attract or maintain commercial interests, securing state federal funding and public-private partnerships, and promotion of legal opportunities for advancement of the Montclair community's economic interests and development.

The EDA assumed the role of the former Montclair Redevelopment Agency (the "RDA") for the promotion of economic development activity in Montclair. As indicated in the discussion above under "*Real Property Acquisition*," the EDA is tasked with assembling properties to assist with commercial development in the City. The EDA also explores and evaluates state and federal initiatives that may allow the City to promote economic activity. For example, the EDA will, where practicable facilitate the use of designated Opportunity Zones.

- *Opportunity Zones.* The Opportunity Zone program was created through the 2017 Tax Cuts and Jobs Act. Opportunity Zones are defined as economically distressed areas where new investments may, under certain conditions, be eligible for preferential federal tax treatment or preferential consideration for federal grants and programs.

June 7, 2023

Opportunity Zones function as an economic development tool designed to spur economic development and job creation in distressed communities. The intent of establishing an Opportunity Zone program would be to generate economic development activity in targeted and distressed geographical areas of Montclair or its Sphere of Influence (SOI).

As demonstrated on the [California Community Economic Development Portal](#), significant areas of Montclair are Opportunity Zone designated. With the second highest amount of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.

Each state nominated eligible census tracts, which were then certified by the Secretary of the U.S. Treasury as Opportunity Zones. Once certified, investors can create a Qualified Opportunity Fund (QOF) for investment purposes. A QOF is required by the IRS to hold at least 90% of assets in the qualifying Opportunity Zone. At the start of the process, a taxpayer sells an asset and generates a capital gain, which is then invested into a QOF, which results in the following significant tax benefits:

- Once invested, capital gains on the original investment are deferred until the asset is disposed.
- If an investor holds their funds in the QOF for five years, their tax bill on realized gains will be reduced by 10%.
- If an investor holds their funds in the QOF for seven years, their tax bill on realized gains will be reduced by 15%.
- If an investor holds their funds in the QOF for 10 years, they are not required to pay any taxes on realized gains.

The EDA has approached San Bernardino County officials to inquire about the likelihood of promoting the formation of additional opportunity zones in Montclair's Sphere of Influence, post annexation of SOI areas into the City, as a means to attract economic development to the area. Success in this regard, however, would require an extension and expansion of the federal Opportunity Zone legislation, or a similar program directed toward promoting economic development.

### ***Fiscal Year 2023–24 Estimated Revenue:***

#### **➤ Estimated Revenue, All Funds and General Operating Fund.**

**Table 3**, below, depicts estimated revenues for All Funds and the General Operating Fund:

June 7, 2023

**Table 3**  
**Estimated Revenue**  
**All Funds and General Operating Fund**  
**Current and Revised Prior Year**

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	\$ 69,175,985	\$ 73,613,172	\$ (4,437,187)
General Operating Fund	\$ 39,369,327	\$ 40,059,369	\$ (690,042)

➤ **H.R. 1319, the American Rescue Plan Act (ARPA) of 2021.**

The *Coronavirus State and Local Fiscal Recovery Funds* (SLFRF) program, authorized by the *American Rescue Plan Act (ARPA) of 2021*, delivered \$350 billion to state, territorial, local and Tribal governments across the country to support their response to, and recovery from, the COVID-19 public health emergency. Over 30,000 recipient governments nationwide used the funds to address their unique needs and facilitate recovery by using the funds to (i) cope with the pandemic and support families and businesses struggling with public health and economic impacts; (ii) maintain vital public services, even amid declines in revenue resulting from the crisis; and (iii) build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

SLRF provided substantial flexibility for each jurisdiction to meet local needs within the three separate eligible use categories. All [counties](#) and [small](#) and [metropolitan](#) cities in California—the latter two based on population estimates, with small cities categorized with populations less than 50,000, and metropolitan cities categorized with populations of 50,000 or higher—received approximately \$14.7 billion directly from the DOT. Allocations were distributed in two payments, with 50 percent of the funds provided in May to August 2021, and the balance provided approximately 12 months later.

Montclair's allocation, based on a population estimate of 40,083, was \$9,588,706. In August 2021 Montclair received its first tranche (\$4.794 million) of ARPA funding, with the second tranche (\$4.794 million) received during the third quarter of 2022. As stated above, ARPA funds are restricted in use by the DOT and must be expended by December 2025. The first tranche of ARPA funds was used to restore the City's operational capacity as Montclair recovered from the pandemic of 2020–21; and the Fiscal Year 2022–23 Operational Budget again used ARPA funds to offset eligible General Fund Operations in full compliance with DOT requirements.

➤ **Debt Service.**

The Proposed Fiscal Year 2023–24 Estimated Revenue Budget incorporates the following revenue set asides for debt service:

- **2014 Issue of Lease Revenue Bonds.** \$2,587,763 in General Fund Revenue allocated for annual debt service payment on the *2014 Issue of*

June 7, 2023

*Lease Revenue Bonds.* Approximately \$22.034 million in funds derived from the 2014 Issue were used for a variety of infrastructure projects throughout the City. Annual payments on the 2014 Issue will continue until maturity in 2045.

- **2021 Issue of Lease Revenue Bonds.** \$2,397,413 million in General Fund Revenue allocated for annual debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the 2021 Issue are to be used for a variety of infrastructure projects throughout the City. Annual payments on the 2021 Issue will continue until maturity in June 2051.
- **2021 Issue of Pension Obligation Bonds.** \$4,437,327 million in General Fund Revenue allocated for annual debt service payment on the *2021 Pension Obligation Bonds*. Approximately \$63 million in funds derived from the 2021 POB Issue were used to pay down the City's unfunded accrued liability (UAL) on pension obligations. POBs do not represent new debt; instead, POB funds were used to pay off an existing obligation at a lower annual interest rate and a controlled annual payment obligation. Annual payments on the 2021 POB Issue will continue until maturity in June 2041.

***Fiscal Year 2023–24 General Operating Fund Position:***

➤ **Producing a Balanced Budget.**

Based on General Operating Fund Revenue Estimates of \$39,369,327 and proposed General Operating Fund Appropriations of \$35,641,007, the Proposed Fiscal Year 2023–24 Budget is balanced and operates with an assignment of earnings that exceed General Fund Operating Expenditures. Funds above Operating Fund Appropriations are being allocated to General Fund Reserves including Unassigned and Special Reserve Funds.

➤ **Measure L.**

Voter approval of *Measure L* on November 3, 2020, is projected to produce approximately \$11.07 million in new transactions and use tax revenue in Fiscal Year 2023–24 which, in turn, will produce a number of positive benefits for the Montclair community including, but not limited to, the following:

- Maintain a superior level of services to the community;
- Achieve objectives of the Amended North Montclair Downtown Specific Plan (NMDSP), the Montclair Place District Specific Plan (MPDSP), the proposed General Plan Update, and the proposed Arrow Highway Mixed-Use District Specific Plan (AHMUD);
- Promote development within the City's Transit Oriented District (TOD);

June 7, 2023

- Promote integration of expanded transit services in the community;
- Achieve infrastructure improvements throughout the community, including improvements to streets, alleyways and bridges;
- Promote community-oriented improvements to public safety programs;
- Achieve a safer community;
- Promote safe routes to schools;
- Achieve improvements to existing parklands;
- Promote expansion of parklands, green spaces and open spaces;
- Promote competitive wages and benefits;
- Restore employee positions;
- Meet ongoing pension obligations;
- Produce balanced budgets;
- Facilitate annexation to the City of properties in the City's Sphere of Influence;
- Promote economic development;
- Develop Special Funds to achieve reserves that target defined interests of the City;
- Address affordable housing and homelessness; and
- Promote improvements to the General Operating Fund Reserve.

➤ **State Auditor's Report.**

Based largely on transactions and use tax revenue generated by *Measure L*, as of June 30, 2024, the Fiscal Year 2023–24 General Operating Fund's Unassigned Reserve Fund Balance estimate of \$8,000,000 is projected to be approximately 22.45 percent of proposed General Fund Operating Appropriations—\$35,641,007. The year-end estimate remains shy of achieving the City Council's minimum Operating Fund Unassigned Reserve Ratio of not less than 25 percent of the annual General Fund Operating Budget.

The Government Finance Officers' Association (GFOA) recommends no less than a 25 percent General Fund Reserve threshold to provide for an agency's fiscal and



June 7, 2023

operational integrity and stability; elevate an agency's municipal credit rating; provide liquidity; address local emergencies; and provide for other unanticipated local fiscal requirements.

Both the GFOA and the California State Auditor's Office, however, encourage a 50 percent General Fund Reserve threshold target, vis-a-vis the General Operating Fund Budget. A 50 percent reserve target ratio provides for six months of funds to meet expenditure obligations. City staff continues to work toward this larger 50 percent reserve target within the Unassigned Reserve Fund. It is noted, however, that Montclair has exceeded the 50 percent target within total combined reserves (\$38,688,706), including Unassigned (\$8,000,000) and Special Reserve Funds (\$30,688,706). Together, total combined reserves equal 109 percent of General Fund Operating Appropriations—\$35,641,007.

According to the [California State Auditor – Local Government Dashboard](#), California Cities without sufficient reserve may be considered high risk. In ranking the fiscal health of municipalities, the State Auditor considers a number of fiscal categories including liquidity, debt burden, General Fund reserves, revenue trends, pension obligations, pension funding, pension costs, future pension costs, Other Post Employment Benefit (OPEB) Obligations, OPEB funding, and overall risk.

In the State Auditor's most recent evaluation, from Fiscal Year 2020–21, Montclair ranked 78 out of 471 municipal agencies.

**Table 4**, below, demonstrates the State Auditor's fiscal risk ranking for Montclair, with Low demonstrating low risk (the agency has a low risk of experiencing fiscal distress), Moderate demonstrating moderate risk (the agency has some risk of experiencing fiscal distress), and High demonstrating high risk (the agency has significant risk of experiencing fiscal distress):

**Table 4**  
**California State Auditor**  
**City of Montclair Comparison of Fiscal Risk Ranking**  
**Fiscal Year 2019–20 to Fiscal Year 2020–21**

Liquidity	Debt Burden	General Fund Reserve	Revenue Trends	Pension Obligation	Pension Funding	Pension Costs	Future Pension Costs	OPEB Obligation	OPEB Funding	Overall Ranking
Low Improved to Low	High Improved to Moderate	Low Remains at Low	Moderate Remains at Moderate	High Remains at High	High Improved to Moderate	High Remains at High	High Improved to Moderate	Low Remains at Low	High Remains at High	Moderate Remains at Moderate

Based on the comparative year-to-year data in **Table 4**, above, the State Auditor has determined that residents of Montclair will experience the continuation of essential services such as fire, police, road maintenance and parks. However, the City may need to increase revenue, or reduce services or other expenses, to deal with a major economic event, such as a recession.

Over the last two fiscal years, Montclair's deliberative approach in (i) developing a healthy General Fund Unassigned Reserve Fund and Special Reserve Funds, (ii) enhancing tax revenues through the passage of *Measure L*, and (iii) regulating



June 7, 2023

pension and OPEB obligations has effectively addressed the State Auditor's position that Montclair should increase revenue and otherwise control expenses in order to deal with any major economic event.

The City Council's ongoing objective is to not only address the myriad needs related to maintaining a vibrant community and improving infrastructure, but also to address the City's fiscal posture by lowering fiscal risk in each of the State Auditor's risk categories.

Establishing a lower risk for each of **Table 4's** risk categories will also greatly improve the City's credit rating and ability to borrow at lower interest rates, as was the case when the City received favorable interest rates upon issuance of its *2021 Issue of Lease Revenue Bonds* and *2021 Issue of Pension Obligation Bonds*.

Based on available financial data, the tax revenue performance of *Measure L* and the annual expenditure controls related to issuance of the *2021 Issue of Pension Obligation Bonds* have combined to enhance the City's ability to improve its California State Auditor risk ranking, particularly in Debt Burden, Pension Funding and Future Pension Costs. Montclair must, however, continue to judiciously and conservatively allocate its revenue stream.

A remaining risk category of concern is other post-employment benefits (OPEBs). Directing funding toward OPEB requirements is necessary to promote a lower risk rating in this **Table 4** risk category. The Fiscal Year 2023–24 Operating Budget does incorporate \$2 million into an OPEB Special Purpose Reserve Fund.

In compliance with the [Government Accounting Standard Board's \(GASB's\) Statement 75](#), it may be necessary to deposit OPEB secured funds into a Trust established for OPEB funding requirements to achieve a lower risk rating. City staff does not, however, recommend depositing OPEB-related funds into a Trust as it would restrict access to the funds exclusively for OPEB payments.

Ongoing improvement to the City's fiscal profile, as reflected in the Fiscal Year 2023–24 Proposed Operating Budget, is expected to demonstrate improved fiscal risk category rankings in the State Auditor's next assessment for Fiscal Year 2021–22, similar to improvements between Fiscal Years 2019–20 and 2020–21.

The City Council is reminded that the General Operating Fund Unassigned Reserve also functions as the funding source for liability claims, workers' compensation claims and Unemployment Benefit claims.

The Unassigned Reserve also serves as a self-insured retention (SIR) fund. The SIR is a pre-determined maximum obligation limit the City is responsible for covering on each settled claim approved or ordered for payment by the City's insurance provider. Under current policy provisions with the California Insurance Pool Authority (CIPA), the City is liable for the first \$500,000 in liability coverage per claim.

June 7, 2023

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## II. DEBT SERVICE ON BONDS

### ***Debt Service Funds.***

#### ➤ **2014 Issue of Lease Revenue Bonds:**

In November 2014, the City completed refinancing of its *2005 Issue of Lease Revenue Bonds* through issuance of the *2014 Issue of Lease Revenue Bonds*. Refinancing the *2005 Issue* allowed the City to take advantage of lower bond rates and produce capital for critical infrastructure projects. Refinancing allowed the City to retire the *2005 Issue of Lease Revenue Bonds* and provided \$22,083,979 in new bond fund resources for critical public works/infrastructure improvements.

Concurrent to establishing the Debt Service Fund for the *2014 Issue of Lease Revenue Bonds*, the City Council made the decision to annually allocate approximately \$2.6 million toward debt service for the *2014 Issue*, including approximately \$1.9 million in General Fund Revenue and \$750,000 in residual redevelopment revenue—representing the City's share of annual property tax increment distribution derived from the former Montclair Redevelopment Agency (the "RDA").

In Fiscal Year 2021–22, and in consideration of the improved overall projected health of the General Fund Revenue Budget, the City Council adopted a proposal from the City Manager to alter the funding structure for the *2014 Issue of Lease Revenue Bonds Debt Service Fund* to reflect a general allocation of General Fund Revenue for annual bond payments, and remove the commitment of residual redevelopment property tax revenue to the Debt Service Fund for that purpose. This adopted action increased the capacity of the Economic Development Assets Fund to finance Economic Development operations, acquire real property, and enhance the City's ability to support the Montclair Housing Authority and Montclair Housing Corporation and the commitment of those entities to affordable housing programs.

The Fiscal Year 2023–24 proposed allocation to the *2014 Issue of Lease Revenue Bonds Debt Service Fund* is \$2,587,763—a sum sufficient to service debt on the *2014 Issue of Lease Revenue Bonds* for Fiscal Year 2023–24.

Committing General Fund Revenue for debt service provides assurance to credit raters and bond holders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the California State Auditor's Office.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2014 Issue of Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

June 7, 2023

Segregating General Fund Revenue for annual debt service on the *2014 Issue of Lease Revenue Bonds* should continue until the *2014 Issue of Lease Revenue Bonds* is repaid—the current year of maturity is 2045. The *2014 Issue of Lease Revenue Bonds* is subject to refinancing no earlier than 2024. City staff recommends that the City Council only consider refinancing of the *2014 Issue of Lease Revenue Bonds* under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment, and there is no net increase to the debt service; and
- The City Council intends to refinance the *2014 Issue* to finance a new series of infrastructure projects.

➤ **2021 Issue of Lease Revenue Bonds:**

On September 20, 2021, the City Council adopted Resolution No. 21-20, approving the issuance of lease revenue bonds for public works/infrastructure projects. Issuance of the *2021 Issue of Lease Revenue Bonds* provided \$47,562,919 in new bond fund resources for critical public works/infrastructure improvements.

Concurrent to establishing the Debt Service Fund for the *2021 Issue of Lease Revenue Bonds*, the City Council, at its meeting of September 20, 2021, made the decision to annually allocate approximately \$2.6 million in General Fund Revenue for Bond payments.

The Fiscal Year 2023–24 proposed allocation to the *2021 Lease Revenue Bond Debt Service* Fund is \$2,397,413. Annualized payments on the *2021 Issue of Lease Revenue Bonds* will be similar to the Fiscal Year 2023–24 payment, and will continue thru maturity in June 2051.

As indicated in **Table 5**, below, proposed *2021 Issue of Lease Revenue Bond* projects represent a wide variety of targeted infrastructure improvements including the continuation of street pavement projects, rehabilitation of parks, improving safety along routes to schools, and a variety of facility improvements.

Projects listed in **Table 5** were presented to the City Council for consideration at the September 20, 2021, City Council meeting, and were incorporated into the operating statement for the *2021 Issue of Lease Revenue Bonds*.

Project costs identified in **Table 5** exceed the availability of funds provided through the *2021 Issue of Lease Revenue Bonds*; however, some projects on the list may not be achieved and, thus, will not be funded; and other projects will be subject to revision to accommodate scheduling, or their respective costs may be offset by other, available funding.

Projects identified for *2021 Issue of Lease Revenue Bonds* funding will be presented to the City Council for further consideration as staff moves forward with project design for each project.

June 7, 2023

**Table 5**  
**2021 Issue of Lease Revenue Bonds Proposed Projects**

Project Description	Estimated Construction Cost	Estimated Design Cost	Right of Way Acquisition Cost	Project Management Cost
<b>Median/Street Improvements</b>				
- Arrow Highway				
- Benson Avenue				
- Central Avenue				
- Holt Boulevard				
- Mills Avenue	\$28,675,000	\$400,000	\$1,900,000	\$1,050,000
- Mission Boulevard				
- Monte Vista Avenue				
- Palo Verde Street				
- Richton Street				
- Moreno Street				
- Alleyways-Citywide				
<b>Parks</b>				
- Eleven City-owned parks	\$13,100,000	\$450,000	-	\$200,000
<b>Infrastructure</b>				
- Broadband				
- Central Avenue Bridge				
- Fire Station 152				
- Public Parking Garage	\$55,300,000	\$1,720,000	-	\$500,000
- San Antonio Creek Channel Trail				
- Systemic Street Analysis/Safe Routes To Schools Improvements				
<b>TOTALS</b>	<b>\$97,075,000</b>	<b>\$2,570,000</b>	<b>\$1,900,000</b>	<b>\$1,750,000</b>

Refinancing of the *2021 Issue of Lease Revenue Bonds* is not available any earlier than November 2031. City staff recommends that refinancing be considered only under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment and there is no net increase to the debt service; and
- The City Council intends to refinance the *2021 Issue* to finance a new series of infrastructure projects.

Committing General Fund Revenues for debt service provides assurance to credit raters and bond holders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the California State Auditor's Office.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2021 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2021 Issue of Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

June 7, 2023

➤ **2021 Issue of Pension Obligation Bonds:**

On September 20, 2021, the City Council adopted Resolution No. 21–3321, approving the issuance of pension obligation bonds (POBs) and transferring debt from the City's California Public Employees' Pension System (CalPERS) Unfunded Accrued Liability (UAL) account to the POB—the UAL is a debt owed to CalPERS for pension liabilities that are not paid for either by CalPERS investments or through the normal cost rate payments made by employees and employers. CalPERS assigns UAL based on each agency's respective, unfunded pension liabilities. The value of the City's *2021 Issue of Pension Obligation Bonds* was \$62,190,000.

The Fiscal Year 2023–24 proposed allocation to the *2021 Issue of Pension Obligation Bonds Debt Service Fund* is \$4,437,327. Annualized payments on the *2021 Pension Obligation Bonds* will be similar to the Fiscal Year 2023–24 payment, and will continue thru maturity in June 2041.

Refinancing of the *2021 Issue of Pension Obligation Bonds* is not available any earlier than November 2031. City staff recommends that refinancing be considered only under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment and there is no net increase to the debt service; and
- The City Council intends to refinance the *2021 Issue of Lease Revenue Bonds* to finance any unanticipated, significant increase in the UAL.

Committing General Fund Revenues for debt service provides assurance to credit raters and bond holders of the City's fiscal capacity to meet its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the California State Auditor's Office.

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2021 Issue of Pension Obligation Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2021 Issue of Pension Obligation Bonds* continues to remain an obligation of the Total Operating Budget.

Through the issuance of POBs, Montclair achieved the following:

- Improved its control over the level of annual payments required for UAL debt service;
- Enhanced local capacity to plan for the City's pension expenses for budgeting purposes, while concurrently producing short- and long-term savings vis-à-vis annual UAL payments to CalPERS; and

June 7, 2023

- Expanded the City's capacity to maintain and improve services, programs, working conditions, and the City's fiscal profile.

The City Council also adopted a Pension Policy that endorsed creation of a UAL/POB Amortization Fund to address any new UAL while the POBs remain outstanding. As adopted, the UAL/POBAF uses the Fiscal Year 2021–22 CalPERS UAL payment of \$5,761,184 as its base year for defining UAL payments, minus the 2023 POB Debt Service payment of \$4,342,705 to establish a minimum annual General Fund contribution to the UAL/POBAF.

Pursuant to City Council policy established with adoption of the Fiscal Year 2022–23 Operating Budget, the UAL/POBAF will be used over the twenty-year POB payment cycle to achieve the following objectives:

- Annually service any new growth in the UAL;
- Reduce the amortization period on the POB by paying off the bonds early; and/or
- Further reduce accruing interest that adds to the base UAL.

### III. GENERAL OPERATING FUND RESERVE BALANCE

#### ➤ Unassigned Reserve Funds

The General Operating Fund is the City's primary funding source for day-to-day general government operations, services and supplies costs, personnel expenditures and capital improvement projects. It is, therefore, imperative that the General Operating Fund be managed with the highest standard of adherence to fiduciary responsibilities—a duty that includes maintaining unrestricted cash to sustain the organization on a day-to-day basis. In that regard, City staff continues to address a primary City Council objective: *Maintain the General Operating Fund Unassigned Reserve Fund Balance (the "Operating Reserve") at a healthy level for local government operations.* That minimum "healthy level" standard is considered to be no less than 25 percent of the General Operating Fund's Budget; i.e., the "General Operating Fund Reserve Ratio" or "Reserve Ratio".

As discussed above under "**Fiscal Year 2023–24 General Operating Fund Position**," on [pages xix to xxii](#), City staff recognizes that the California State Auditor/GFOA ideal reserve target is a 50 percent General Fund Reserve threshold vis-a-vis the General Operating Fund Budget. City staff will continue to work toward this larger 50 percent reserve target for the Unassigned Reserves Fund.

In recent years, achieving a 25 percent Reserve Ratio proved difficult in the face of increasing personnel costs driven primarily by significant annual increases to the City's CalPERS UAL and employer contribution rates. **Table 6**, below, compares the current fiscal year General Operating Fund Unassigned Reserve Fund Balance with that of the previous seven fiscal years.



June 7, 2023

As indicated in **Table 6**, over the past seven fiscal years the Reserve Ratio has fluctuated with a low of 20 percent and a high of 24.95 percent. These fluctuations are generally the result of the following:

- A difference in Operating Appropriations between consecutive years—this general category reflects all expenditure categories including, but not limited to, personnel expenditures, services and supplies, capital outlay, and citywide costs;
- Adjustments to the City's revenue profile;
- The creation of three new debt service funds that require adequate funding for annual payments:
  - *2021 Issue of Lease Revenue Bonds Debt Service Fund* — funded with a transfer of monies from the General Fund Revenue Budget;
  - *2021 Issue of Pension Obligation Bonds Debt Service Fund*— funded with a reallocation of General Fund Revenue previously committed to annual UAL payments; and
  - *UAL/POB Amortization Fund* — funded with General Fund Revenue to address any new UAL growth in pension obligations.
- Adjustments to balances in Special Purpose Reserve Funds to address a variety of issues including (i) new equipment purchases; (ii) commitments to other post-employment benefits (OPEBs); (iii) unanticipated personnel costs; (iv) unanticipated pension-related costs; and (v) self-insurance retention liabilities stemming from a number of projected litigation-related liabilities.
- Establishing additional Special Purpose Reserve Funds to reflect changing requirements related to City operations, including inclusion in the Fiscal Year 2023–24 General Fund Operating Budget of three proposed Special Purpose Funds:
  - Gold Line Betterment Reserve Fund—see “**Gold Line Betterment Reserve Fund**” discussion on [pages iv to v](#);
  - Street Maintenance Reserve Fund—see “**Street Maintenance Reserve Fund**” discussion on [pages v to x](#); and
  - Homeless Advocacy/Housing/Outreach Assistance Reserve Fund—see “**Homeless Advocacy/Housing/Outreach Assistance Reserve Fund**” discussion on [pages x to xiv](#).
- Funding assigned to the Economic Development Agency for real property acquisition.

**Table 6**, below, demonstrates that as of June 30, 2024, the Fiscal Year 2023–24 General Operating Fund's Unassigned Reserve Fund Balance estimate of

June 7, 2023

\$8,000,000 is projected to be approximately 22.45 percent of proposed General Fund Operating Appropriations—\$35,641,007.

**Table 6**  
**General Operating Fund's Unassigned Reserve Fund Balance**

<u>Fiscal Year</u>	<u>Operating Fund Balance</u>	<u>Operating Appropriations</u>	<u>Percentage</u>
Estimated 2023-24	\$8,000,000	\$35,641,007	22.45%
2022-23	\$7,264,297	\$32,591,823	22.29%
2021-22	\$8,000,000	\$38,730,780	24.95%
2020-21	\$5,750,543	\$28,730,780	20.02%
2019-20	\$6,157,935	\$30,786,656	20.00%
2018-19	\$6,201,691	\$30,013,635	20.66%
2017-18	\$6,173,868	\$28,853,787	21.40%
2016-17	\$6,021,152	\$28,175,709	21.37%
2015-16	\$5,616,395	\$26,437,292	21.24%

➤ **Maintaining a Healthy General Fund Operating Fund Unassigned Reserve Fund Balance.**

In recent years, the City's ability to maintain a relatively healthy General Fund Operating Fund Unassigned Reserve Fund Balance has been accomplished through commitment to the following coordinated objectives:

- **Fiscal restraint achieved by implementation of sound economic policies and practices.** The City Council and management team continue maintaining vigilance over all aspects of the budget process, carefully considering each expenditure request for personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
- **Evaluating the distribution of personnel-related costs between the General Operating Fund, other City entities (Successor Agency and Housing Authority) and other City Funds (Sewer Fund, Economic Development Assets Fund, etc.).** City staff annually review and redistribute percentages of shared personnel, services and supplies, and capital costs between the General Fund and other City Funds and grants capable of supporting re-assigned expenditure demands.
- **Reductions in personnel.** Over the past sixteen years the City experienced significant fluctuations in the numbers of personnel—fluctuations due primarily to fiscal decline related to the Mortgage Crisis and Great Recession of 2006 to 2009, and more recently due to the economic downturn related to the COVID-19 pandemic. During this period personnel totals gradually declined from a high of 231 full-time employees in Fiscal Year 2007-08 to 172 full-time employees in 2017-18. In the past several years, however, as the City's fiscal profile has improved, the number of full-time personnel has increased, climbing up to a recommended 208 full-time funded positions for the Fiscal Year 2023–24 Proposed Operating Budget. The Fiscal year 2023–24 increase reflects full restoration of positions frozen or eliminated due to the fiscal impacts of the COVID-19



June 7, 2023

pandemic, restoration of a full-time Fire Chief classification, reactivation of Medic Squad 151 and the hiring of personnel to staff the Medic Squad, and additional staffing at the City Yard and in the Public Works Engineering Division to facilitate the City's extensive infrastructure improvement program.

- *Personnel Adjustments.* As discussed under "**VII. PERSONNEL SERVICES**," on [pages xliii to xlvi](#), the proposed Fiscal Year 2023–24 Operating Budget incorporates (i) staff reclassifications/position additions to ensure the effective and efficient operation of City Departments; and (ii) appointment of qualified and appropriate personnel to positions requiring specialized talent—actions designed to promote personnel retention, depth of experience, and provide for potential lines of migration and succession to supervisory and managerial positions.
- *Part-Time Benefitted Positions.* The proposed Fiscal Year 2023–24 Budget continues incorporating two part-time benefitted positions.

Part-time benefitted, entry-level positions were integrated into Montclair in 2012 as a means to exercise some forward control over long-term, CalPERS pension-related costs—employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security as opposed to CalPERS. However, ongoing analysis of cost savings related to part-time benefitted positions appears to indicate that budgetary savings are no longer significant; furthermore, the City's retention rate for part-time benefitted employees is less when compared to full-time benefitted employees. In recent years, therefore, the City has decreased deployment of part-time benefitted positions. Accordingly, the Fiscal Year 2023–24 Proposed Budget continues to reflect a deemphasizing of part-time benefitted positions where full-time benefitted positions result in greater productivity and retention for minimal cost increases.

- **Require employees to pay a portion of the California Public Employee Retirement System (CalPERS) Member Contribution.** Starting in 2009, the City Council significantly reduced personnel-related costs by initiating a process that directed employees to cover a portion of their individual CalPERS Member contributions. The employee-paid member contribution requirement now covers all full-time City employees and varies in the contribution rate based on the following factors:
  - Each employee's pension formula;
  - Employee group representation; and
  - Pension status with CalPERS—this latter component is based on whether an employee is a classic member (a CalPERS member hired before January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012 (a CalPERS member hired on or after January 1, 2013). PEPRA mandates

June 7, 2023

employee contribution rate requirements for all members hired on and after January 1, 2013—currently, the PEPR member contribution rate is 12 percent.

- **Implementation of revenue enhancement measures.** In recent years, the City Council enacted a number of revenue-raising measures (including *Measure L*, approved by voters in November 2020) designed to increase the General Fund revenue stream. Each action has produced positive annual improvement to the City's General Operating Fund. The City Manager will continue to evaluate and present for City Council consideration measures designed to enhance the City's revenue profile.

#### IV. GENERAL FUND RESERVES

##### ➤ Special Purpose Reserve Funds

Over the past twelve years, prudent planning by the City Council and City staff allowed Montclair to set aside a portion of the General Revenue Fund's Reserve Fund Equity into reserves for special purposes, including for specified and potential liabilities, equipment replacement, and City-facilities infrastructure repairs. The City Council's commitment to set aside and accrue funding for future liabilities, long-term planning, and extraordinary programs and projects minimizes the direct impact to annual General Fund Operating Budgets when special purpose funds are available for eligible expenditures.

In preparing the proposed Fiscal Year 2023–24 Budget, City staff continued its work on the following:

- Fully recover from the shutdown of the economy due to the COVID-19 pandemic and its adverse effects on the business community and Montclair's General Fund Revenue streams;
- Increase the General Fund Unassigned Reserve Fund Balance;
- Restore employee positions and service programs;
- Address ongoing and unanticipated liabilities;
- Provide for a viable economic development program;
- Provide for annual payment on debt service;
- Enhance program funds and conduct required Proposition 218 hearings;
- Address and eliminate new, unfunded CalPERS pension liabilities on an annual basis; and
- Maintain and establish special reserve funds to (i) address specific funding categories; (ii) address specified liabilities; and (iii) achieve long-term objectives.

June 7, 2023

The Fiscal Year 2023–24 Budget, as proposed, maintains Special Purpose Reserve Funds to ensure long-term resiliency, fund extraordinary expenses, and facilitate maintenance of annual balanced budgets.

It is important to realize that Special Purpose Reserve Funds are not specifically tied to recurring revenue sources, and are refunded only through an allocation of funds from designated revenue sources; therefore, Special Purpose Reserve Funds should not be considered as revenue sources to meet recurring operating obligations.

For Fiscal Year 2023–24, Special Purpose Reserve Funds are set aside for the following purposes:

- Meet immediate, unbudgeted needs that fall under the specific Special Purpose Reserve Fund category;
- Relieve the General Fund Operating Budget during times of fiscal stress;
- Establish an economic means to address extraordinary liabilities;
- Plan for projected capital projects;
- Meet extraordinary expenses for long-term programs and projects;
- Provide a source of funds for emergencies; and
- Ensure liquidity over extended periods.

Special Purpose Reserve Funds also contribute to the City's interest-earning investment portfolio—interest earnings on Special Purpose Reserve Fund investments are allocated to the City's General Fund for General Government operations.

For Fiscal Year 2023–24, the estimated portion of the General Revenue Fund Reserve Fund Equity representing reserves for Special Purposes is \$30,688,706.

Included in the estimate, and discussed in detail on [pages iii to xiv](#) under **“Proposed General Operating Fund Transfers”**, are proposed General Operating Fund transfers to the following Special Purpose Reserve Funds:

- Gold Line Betterment Reserve Fund - \$1,250,000;
- Street Maintenance Reserve Fund - \$1,250,000; and
- Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund - \$500,000;

June 7, 2023

The following Special Purpose Reserve Funds are components of the General Fund's Reserves:

- **Equipment Replacement Reserve—\$3 million.** This Special Purpose Reserve is utilized for the purchase of major equipment/rolling stock. As revenue resources become available, transfers into the Equipment Replacement Reserve are typically derived from two sources:
  - *General Fund Transfer.* A General Fund transfer to bring net assets to the net funding requirement; and
  - *Proposition 172 Transfer.* Transfers from the City's annual Proposition 172/SB 509 allocation to partially fund eligible heavy rolling stock for public safety—Proposition 172 allocations to the Equipment Replacement Reserve have not occurred for over the past seven budget years. Instead, this funding source has been used to support services and capital purchases within the respective Public Safety programs, leaving the General Fund as the primary source for sustaining the Equipment Replacement Reserve.

*What is [Proposition 172/SB 509](#)?* In 1992, to cushion the impact of Education Revenue Augmentation Fund (ERAF) property tax shifts, the California Legislature adopted a ½ cent sales and use tax (SB 509) dedicated to local public safety including sheriff, police, fire, county district attorneys, and corrections. In November 1993 California voters enacted Proposition 172, making the local public safety sales and use tax permanent. The purpose of Proposition 172 was not necessarily to increase public safety funding, but to maintain public safety funding levels in spite of ERAF property tax shifts. Each year, California cities are allocated a prorated share of Proposition 172 property taxes.

The proposed Fiscal Year 2023–24 General Operating Fund Budget contains a number of *Equipment Replacement Reserve* withdrawals for designated Departments, and incorporates a transfer of General Fund Revenue into the *Equipment Replacement Reserve* to replenish the fund for future and ongoing purchases.

- **Self-Insurance Retentions—\$1.6 million.** This Special Purpose Reserve is established to address City-related self-insurance retention liabilities. Annual withdrawals from *Self-Insurance Retentions* depend on litigation expenses, self-insured coverage requirements, and repair costs related to equipment/vehicles not covered by general liability insurance. The City anticipates significant costs to *Self-Insurance Retentions* due to a number of ongoing and projected litigation-related liabilities, including several potential high-value worker's compensation related claims in the Police Department and potentially significant litigation exposure related to personnel claims.
- **Technology Enhancements—\$700,000.** This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades including building and cybersecurity upgrades. Cybersecurity has become a central issue for businesses and governments as recently evidenced by

June 7, 2023

the major security breach into the San Bernardino County Sheriff's Department—this breach disrupted the Sheriff Department's operations for approximately four weeks and required the payment of a multi-million-dollar ransom to release data. Cybersecurity is also essential to the evaluation process for bonds and credit ratings. Credit rating firms, such as Fitch Ratings, require comprehensive cybersecurity policies and coverage before issuing bond and credit ratings.

- **CalPERS' Unanticipated Normal Costs—\$3.5 million.** The 2021 Issue of Pension Obligation Bonds has greatly assisted the City in controlling unfunded pension liabilities; however, normal cost increases and new unfunded liabilities continue to accrue on an annual basis—increases that are projected to continue over the next fifteen to twenty years when lower pension costs related to PEPRAs reduced pension formulas (2.7% @ 57 for public safety members and 2% @ 62 for miscellaneous members, both at three-year final compensation for calculating retiree annuities) for employees hired on or after January 1, 2013, fully dominate CalPERS' membership. Strategic budget planning for known (and unknown) cost increases related to CalPERS' normal and unfunded cost rates is essential to the City's long-term fiscal health and avoidance of penalties related to any inability to meet payment obligations.

While changes made to public employee pension formulas under PEPRAs are considered important long-term pension reform features, an [analysis of PEPRAs impacts](#) indicates that PEPRAs has created shortfalls in CalPERS' unfunded pension liabilities—in part because of diminished normal rate employer contributions under reduced formulas. Current actuaries estimate unfunded pension liabilities between \$130 billion to \$583 billion. Compared to those liabilities, the \$20 billion in estimated present value savings from PEPRAs over 30 years is considered less than impactful.

Other PEPRAs-related forms, including caps on retirement earnings and averaging final compensation over three years will reduce long-term costs and future unfunded liabilities over the next twenty years, but will have little impact on current unfunded liabilities for the near future. The City Council's decision, then, to issue the *2021 Issue of Pension Obligation Bonds*, was the correct decision because it provides the City the ability to control the interest on new, unfunded liabilities, and pay off those accruing liabilities on an annual basis without the accumulation of interest. Annual payments on the *2021 Issue of Lease Revenue Bonds* are capped, at a lower interest rate, allowing the City the ability to pay down the accrued unfunded liability over twenty years, while paying off new unfunded liabilities, without accumulating interest, on an annual basis.

- **Other Post Employee Benefits (OPEBs)/Retiree Medical Liability Reserve Fund—\$2 million.** Excluding public employee pension benefits, OPEBSs are the benefits that an employee may receive from the City upon retirement. These benefits are based on specific provisions in the respective labor agreement the employee retired under, and may include health/life-related benefits; disability-related benefits that are not part of a pension plan; or long-term health care benefits.

June 7, 2023

The prevalent OPEB for Montclair retirees is health insurance, generally provided as part of the City's group plans; although, portability is now a feature of memorandums of understanding, allowing those retirees eligible for portability to leave group plan coverage areas and still receive the retiree medical benefit.

Available plans for retirees are either similar to plans offered to current employees, or represent separate plans that are specific to retirees. When a retiree enrolls in Medicare, the City-provided medical coverage is typically secondary to Medicare, with terms varying from plan to plan.

Since the late 1990s City staff, under City Council direction, has not increased the monthly retiree medical allowance paid to retirees of the City, and no increases are anticipated for the foreseeable future. This strict control over retiree medical costs ensures that, except for the increasing number of retirees, OPEB costs will not increase in relation to the value of the monthly allowance. However, as the City's post-employment population (retirees) increases, OPEB costs will also proportionately increase. Unlike CalPERS pension liability costs, however, the City has the capacity to control increases to OPEBs by restricting costs for post-employment medical benefits.

Despite restrictions on retiree medical costs, the City's actuarial OPEB obligation is estimated at approximately \$13 million—an obligation the City has a fiduciary responsibility to fund under the Governmental Accounting Standards Board (GASB) [Statement No. 75](#), which reads, in part, as follows:

*This Statement requires the liability of employers and non-employer contributing entities to employees for defined benefit OPEB (net OPEB liability) to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service (total OPEB liability), less the amount of the OPEB plan's fiduciary net position....The total OPEB liability generally is required to be determined through an actuarial valuation.*

*An OPEB liability is required to be recognized to the extent the liability is normally expected to be liquidated with expendable available financial resources. Notes to financial statements of an employer with a defined contribution plan are required to include descriptive information about the OPEB plan and benefit terms, contribution rates and how they are determined, and amounts attributed to employee service and forfeitures in the current period....*

*Relevant forms of financial support are contributions directly to an OPEB plan that is administered through a trust that meets the specified criteria, including benefit payments as OPEB comes due for OPEB provided through such a plan, or making benefit payments directly as the OPEB comes due in circumstances in which OPEB is provided through an OPEB plan that is not administered through a trust that meets the specified criteria....*



June 7, 2023

GASB's OPEB rules address a number of issues, including changes that affect how the long-term obligation and the annual costs of OPEBs are measured; a requirement to include in financial statements the net OPEB liability (the difference between the total OPEB liability and the value of assets set aside to make OPEB payments); and a requirement to present note disclosure and related schedules. Further, GASB opines that a government has an obligation for OPEBs that constitutes a liability for financial reporting purposes.

GASB does not specifically require that the OPEB liability of a government be funded. However, GASB has advised that if an employer decides to fund its OPEB liabilities, in order to be considered funded in accordance with GASB, the employer must transfer assets to a qualifying trust or equivalent arrangement in which OPEB assets are held in trust for the exclusive benefit of plan members. OPEB plan assets must be legally protected from creditors of the employer.

It is the City's long-term intent to fully fund OPEB liabilities based on the actuarial estimate of \$13 million. City staff does not, however, recommend a qualified OPEB Trust at this time—funds deposited in a qualified OPEB trust are restricted for that purpose. Note, however, that for purposes of lowering risk related to OPEBs, the California State Auditor's Office only recognizes those funds that are deposited into a qualifying OPEB Trust—see **Table 4** on [page xxi](#) and the discussion regarding the lowering of the City's fiscal risk ranking for OPEBs.

- **Unanticipated Personnel Adjustments—\$1 million.** This Special Purpose Reserve is used to address unanticipated personnel-related cost adjustments; it does not, however, include unanticipated CalPERS employee rate increases discussed above under *"CalPERS' Unanticipated Normal Costs"* or OPEB-related costs as discussed above under *"Other Post Employee Benefits (OPEB)/Retiree Medical Liability Reserve."* This Special Purpose Fund is to be used as a funding source for unanticipated wage/benefit increases not yet negotiated or included in the proposed Fiscal Year 2023–24 General Operating Fund Budget and other, unanticipated personnel costs.

Included in available funding are source dollars for a potential signing bonus plan to facilitate recruitments to fill specified vacant positions. In the current labor market, certain positions are difficult to fill due to a variety of reasons including, but not limited to, competition for employees in a tight labor market, wage and benefit packages, and changing cultural and societal norms related to certain employment positions and failure to adjust recruitment practices and position requirements related to those cultural and societal changes. A signing bonus program may serve to attract seasoned candidates for positions with extended vacancies. A separate recommendation on any signing bonus program will be provided to the City Council under a separate communication.

- **Building Maintenance—\$2 million.** This Special Purpose Reserve is established to facilitate required improvements to all City-owned facilities

June 7, 2023

and related infrastructure that are not incorporated into the annual budget, or are not eligible for other available funding sources including lease revenue bonds.

- **Contingency Reserve—\$200,000.** This Special Purpose Reserve is used for unanticipated non-personnel expenditures during each fiscal year that are not otherwise funded through other Special Purpose Reserves.
- **UAL/POB Amortization Fund (UAL/POBAF)—\$3.1 million.** This Special Purpose Reserve, established in Fiscal Year 2021–22 as part of the City Council's adopted Pension Policy, incorporates funds set aside pursuant to the following formula:
  - The UAL/POBAF uses the Fiscal Year 2021–22 CalPERS UAL payment of \$5,761,184 as its base year for defining UAL payments, minus the 2023 POB Debt Service payment of \$4,342,705 to establish a minimum annual General Fund contribution of \$1,418,479, deposited annually into the UAL/POBAF.

The UAL/POBAF will, in turn, be used over the twenty-year POB maturity period to achieve the following objectives:

- Annually service any new growth in the UAL;
- Reduce the amortization period on the POB by paying off the bonds early; and/or
- Further reduce accruing interest that adds to the base UAL.

The \$3.1 million allocated to the UAL/POBAF represents current funding status pursuant to the UAL/POBAF Pension Policy.

- **Public Parking Facility Development—\$9,588,706.** The North Montclair Downtown Specific Plan (NMDSP) provides that the City shall construct a public parking garage on the south side of the Metrolink San Bernardino Line and future Gold Line ("L" Line) tracks, adjacent to the pedestrian underpass that leads to the Montclair Transcenter Station Platforms. The multi-story public parking garage, planned for construction following completion of the *Village at Montclair* mixed-use high-density development in 2024–25, would accommodate approximately 300+ vehicle parking spaces for transit and commercial users—the latter for mixed-use development projects at or near the Transcenter. The estimated project cost is \$11 million, based on the following components:
  - Purchase the land – approximately \$1.7 to \$2 million;
  - Design and project management – \$1 million
  - Construction costs – \$7.8 million to \$8 million, based on a construction cost of \$26,000 per parking space.



June 7, 2023

City staff also plans to submit a federal grant request for \$2 million for public parking facility construction costs. City staff anticipates that costs related to construction of the Transcenter-adjacent public parking facility will be fully funded in time for construction to begin in 2025–26.

- **Inflation/Recession Control Expenditure Fund (ICEF)—\$1 million.** Despite factors pointing to strong national, state and local economies many economists predict that the economy’s “heated state”, inflation, and successive quarterly interest rate increases resulting from the Federal Reserve’s tighter monetary policy will trigger a mild recession. To guard against any recession outcome, the proposed Fiscal Year 2023–24 Budget demonstrates significant reserve capacity and various controls on expenditures.

The proposed budget also includes an Inflation/Recession Control Expenditure Fund (ICEF) as a “shock absorber” in case of an economic slowdown—the City Council authorized ICEF in Fiscal Year 2022–23 to address potential inflationary impacts. The ICEF Special Reserve Fund is designed to control the impacts of recession and/or address higher inflation that translates into services that may cost more than estimated in Montclair’s proposed Fiscal Year 2023–24 Budget.

The ICEF shock absorber incorporates an allocation of \$1 million to address any impacts related to unanticipated cost increases directly tied to inflation or a recession. ICEF does not address labor and benefit cost increases or un-programmed expenditures. ICEF is only to be used to address unanticipated cost increases that are directly tied to inflationary factors/recession. All other allocations exceeding budgeted authority will continue to require City Council consideration for additional funding at the Fiscal Year 2023–24 Midyear Budget Review, or by authorization through agenda requests asking City Council consideration for additional funding.

- **Gold Line Betterment Fund—\$1.250 million.** As discussed on [pages iv to vi](#) under “**Bold Line Betterment Reserve Fund**”, the Fiscal Year 2023–24 Proposed Budget calls for allocating \$1,250,000 toward establishing a Gold Line Betterment Reserve Fund to achieve City Council directed infrastructure betterments to the Gold Line light rail corridor at Monte Vista Avenue and/or the Montclair Transcenter. The City Council will be requested to allocate additional funds to the Gold Line Betterment Reserve Fund in additional years so that adequate funding will be available when construction of the Gold Line from Pomona to Montclair commences.

Betterments may include, but are not limited to, the following:

- Pedestrian bridge crossing from the west to east side of Monte Vista Avenue. City staff is working with the Gold Line Construction Authority to obtain Public Utility Commission (PUC) approval and construction requirements and costs.
- “Welcome to Montclair” and City logo affixed to deck support girders on the north side of the Gold Line light rail bridge and the south side of the Metrolink bridge.

June 7, 2023

- Montclair Transcenter facility improvements—see following discussion.
- **Street Maintenance Fund—\$1.250 million.** As discussed on [pages v to x](#) under “**Street Maintenance Reserve Fund**”, the Fiscal Year 2023–24 Proposed Budget calls for allocating \$1,250,000 toward establishing a Street Maintenance Reserve Fund to provide for preventive maintenance of street assets before replacement or major rehabilitation becomes necessary. Following City Council approval of the 2014 and 2021 series of lease revenue bonds, Montclair committed to a track of spending an estimated \$60 million in combined Lease Revenue Bonds and Redevelopment Agency Tax Revenue Bonds for street rehabilitation projects. A Street Maintenance Program will provide for the long-term protection of this investment.
- **Homeless Advocacy/Housing/Outreach Assistance Fund—\$500,000.** As discussed on [pages x to xiv](#) under “**Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund**”, the Fiscal Year 2023–24 Proposed Budget calls for allocating \$500,000 toward establishing a Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund to provide funding for homelessness advocacy/housing/outreach assistance. Funds would be administered by the Economic Development Agency in cooperation with the Community Development Department/Code Enforcement Special Operations Unit.

**Table 7**, below, summarizes Estimated Balances at year-end for Special Purpose Reserve Funds for Fiscal Year 2023–24, including the proposed Gold Line Betterment, Street Maintenance and Homelessness Advocacy/Housing/Outreach Assistance Special Purpose Reserve Funds:

**Table 7**  
**Special Purpose Reserve Funds**  
**Estimated Balances – June 30, 2024**

<b>Special Purpose Reserves:</b>		
Equipment Replacement	\$	3,000,000
Self-Insurance Retentions		1,600,000
Technology Enhancements		700,000
CalPERS Unanticipated Normal Costs		3,500,000
OPEB/Retiree Medical Liability		2,000,000
Unanticipated Personnel Adjustment		1,000,000
Building Maintenance		2,000,000
Contingency		200,000
POB/UAL Ammortization		3,100,000
Parking Facility Development		9,588,706
Inflation/Recession Control Expenditure Fund		1,000,000
Goldline Betterment		1,250,000
Street Maintenance		1,250,000
Homelessness Advocacy		500,000
<b>Total</b>	<b>\$</b>	<b>30,688,706</b>

June 7, 2023

**V. ESTIMATED REVENUE CHANGES*****General Operating Fund***

**Table 8**, below, depicts Total Estimated Revenues for all funds and for the General Operating Fund:

**Table 8**  
**Total Estimated Revenues – All Funds and General Operating Fund**

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	\$ 69,175,985	\$ 73,613,172	\$ (4,437,187)
General Operating Fund	\$ 39,369,327	\$ 40,059,369	\$ (690,042)

**➤ General Fund**

\$33,227,793 in Property, Sales and Use, and Transactions and Use taxes. This amount includes the following estimates:

- \$15,980,793 in Bradley Burns Sales Tax revenue;
- \$11,074,000 in Transactions and Use Tax revenue related to voter approval of Measure L;
- \$2,773,000 in Transactions and Use Tax revenue related to Measure F; and
- \$3,400,000 in Property Tax revenue.

The above amounts constitute a total decrease of \$979,745 from Fiscal Year 2022–23, due primarily to a projected decline in sales tax receipts due to consumer concerns related to inflation and the potential for a mild recession.

Of the \$33,227,793 total, the following are set aside in the Fiscal Year 2023–24 Proposed Budget for the following purposes:

- \$2,587,763 in General Fund Revenue allocated for debt service payment on the *2014 Issue of Lease Revenue Bonds*. Approximately \$22.034 million in funds derived from the 2014 Issue were used for a variety of infrastructure projects throughout the City. Annual payments on the 2014 Issue will continue until maturity in 2045.
- \$2,397,413 million in General Fund Revenue allocated for debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the 2021 Issue are to be used for a variety of infrastructure-related projects throughout the City. Annual payments on the 2021 Issue will continue until maturity in June 2051.

June 7, 2023

- \$4,437,327 million in General Fund Revenue allocated for debt service payment on the *2021 Pension Obligation Bonds*. Approximately \$62 million in funds derived from the 2021 POB Issue were used to pay down the City's unfunded accrued Liability (UAL) on pension obligations. POBs do not represent new debt; rather, POB funds were used to pay off an existing pension liability at a lower annual interest rate and a controlled annual payment obligation. Annual payments on the 2021 POB Issue will continue until maturity in June 2041.
- \$3,000,000 to create three new proposed Special Purpose Reserve Funds:
  - Gold Line Betterment Special Purpose Reserve Fund;
  - Street Maintenance Special Purpose Reserve Fund; and
  - Homelessness Advocacy/Housing/Outreach Assistance Special Purpose Reserve Fund.
- \$785,229 to the Economic Development Assets Fund (EDAF) to provide funding within the Economic Development Agency (EDA) for real property acquisition.

The year-to-year differences between budget years identified in **Table 8** are attributed to the following, significant adjustments:

- **General Fund:**

- \$431,103 increase in taxes other than property, sales and use, and transaction and use taxes;
- \$150,100 reduction in licenses and permits – due primarily to an expected decrease in the issuance of building permits;
- \$55,000 reduction in fines and forfeiture – due primarily to a decrease in parking citations;
- \$95,000 increase in charges for services – due primarily to an increase in rubbish collection fees; and
- \$20,300 reduction in miscellaneous revenue – due primarily to the end of the lot rental agreement with Pulice Construction.

- **All Other Fund Accounts**

- \$96,000 increase in the Measure I Fund – due primarily to an increase in retail sales in San Bernardino County;
- \$762,381 increase in the After-School Program Fund – due primarily to a new contract with Ontario–Montclair School District to allow the City to assist additional children during after school hours;

June 7, 2023

- \$450,000 increase in the Economic Development Asset Fund – due primarily to an increase in RPTTF Property Taxes;
- \$4,794,353 reduction in the American Rescue Plan – due primarily to the end of the program; and
- \$503,000 increase in the Sewer Operating Fund – due primarily to an increase in sewer fees.

## VI. OPERATING APPROPRIATIONS

**Table 9**, below, depicts proposed appropriations for all funds, and separately for the General Operating Fund:

**Table 9**  
**Appropriations – All Funds and General Operating Fund**

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
<b>Appropriations:</b>			
All Funds	\$ 57,776,276	\$ 52,700,072	\$ 5,076,204
General Operating Fund	\$ 35,641,007	\$ 32,591,823	\$ 3,049,184

### ➤ Processing Appropriations Requests.

Consistent with Fiscal Year 2022–23, Departments were provided greater flexibility in developing budget requests for Fiscal Year 2023–24. Each department was directed to submit expenditure requests demonstrating required growth for services, supplies and capital outlay. Department requests were then adjusted, as required, based on provided justification, historic expenditure data, program requirements, documented evidence, contractual requirements, and funding availability.

Following completion of Budget preparation, the City Manager and Finance Director complete the annual budget cycle by submitting to the City Council the proposed budget for each department, based on City Manager recommendations. Each Department is advised that program adjustments may be made at Midyear Budget Review to accommodate needed adjustments, within funding availability.

### ➤ Fiscal Year 2023–24 Budget Objectives:

Operating expenditures in the Fiscal Year 2023–24 Proposed Operating Budget reflect the following:

- A thorough examination of each Department's budget requests;
- Adjustments to appropriation requests for travel, services and supplies, and capital outlay based on provided justification, historic expenditure data, program requirements, documented evidence, contractual requirements, and funding availability.

June 7, 2023

- Elimination of negative fund balances;
  - Provision for annual bond payments on the following:
    - *2014 Issue of Lease Revenue Bonds,*
    - *2021 Issue of Lease Revenue Bonds, and*
    - *2021 Issue of Pension Obligation Bonds.*
  - Maintaining the health of the City's General Fund Unassigned and Special Purpose Reserve Funds; and
  - Allocating appropriate staff service charges to the Successor Redevelopment Agency, Sewer Fund, and designated grants.
- **Reductions to Department Requests:**

Total Department submitted appropriation requests and City Manager Approved Appropriations are depicted in **Table 10**, below:

**Table 10**  
**Total Department Appropriation Requests**  
**and**  
**City Manager Approved Appropriations**

	<u>Department's Request</u>	<u>City Manager Approved</u>	<u>Change</u>
<b>Appropriations:</b>			
Total - All Funds (Exclusive of Debt Service)	\$ 51,187,330	\$ 48,353,773	\$ 2,833,557
Total - General Operating Fund	\$ 39,470,019	\$ 35,641,007	\$ 3,829,012

## VII. PERSONNEL SERVICES

### ➤ Full-Time Employment Positions.

The City's Fiscal Year 2023–24 Proposed Operating Budget includes funding for a total of 208 full-time positions, including the following:

- 207.66 full-time General City positions—many of these positions are funded through a variety of funds and revenue sources, including the following funds:
  - General Fund
  - Sewer Fund, and
  - Grants

June 7, 2023

- Zero full-time employees paid by the Montclair Housing Corporation. Positions previously funded by the Housing Corporation are now fully funded by the General Fund—this action reserves Housing Corporation funding for maintenance and expansion of the City's affordable housing program.
- 0.34 full-time employees paid by the Montclair Successor Redevelopment Agency.

➤ **Reclassifications/Additions of Full-Time Employment Positions.**

The City's Fiscal Year 2023–24 Proposed Operating Budget incorporates the following personnel-related additions:

- **Fire Chief.** The Fire Chief position has remained vacant since 2012 when the City Council created the Public Safety Director position, placing the incumbent Chief of Police over both the Police and Fire Departments. Due to the recent personnel change in the Chief of Police position, restoring the Fire Chief classification will provide the Acting Chief of Police the opportunity to focus exclusively on matters related to the Police Department. An appointed Fire Chief, in turn, will be able to focus not only on matters related to Fire Department operations, but also on the emerging likelihood that cities in the Valley Subregion of San Bernardino County will be involved in a Joint Powers Authority (JPA) related to the delivery of ambulance transport services by the Spring of 2024.

Based on Deputy Fire Chief David Pohl's current level of experience with Fire Department operations and the upcoming JPA program, the City Manager proposes restoration of the Fire Chief classification and the appointment of Deputy Fire Chief Pohl to Step A of the position, at \$15,047 per month in wages (\$180,564 annually), plus benefit-related costs, for a total annual cost of approximately \$267,321 annually at Step A wage and benefit costs. The current annual wage and benefit cost for Deputy Fire Chief Pohl at Step E of the salary range is \$253,435. A personnel Committee action will be prepared for appointment of Deputy Fire Chief Pohl to the Fire Chief classification.

- **Medic Squad Reactivation.** Parallel with restoration of the Fire Chief classification, the Fiscal Year 2023–24 Proposed Budget incorporates funding in the Fire Department to add additional personnel for reactivation of Medic Squad 151, at an annual wage and benefit cost of approximately \$609,310 at Step E of the salary range.

The City's Equipment Maintenance Manager evaluated Medic Squad 151 and determined that it remains in operable condition and does not require replacement at this time. The Fire Department's Fiscal Year 2023–24 capital budget includes funding for improvements to, and equipment for, Medic Squad 151. Deputy Fire Chief Pohl has been directed to acquire costing information related to replacement of Medic Squad 151 as part of a future acquisition.

June 7, 2023

➤ **Part-Time Benefitted Employment Positions.**

The City's proposed Fiscal Year 2023–24 Operating Budget includes funding for two part-time General Fund benefitted positions.

- Part-time benefitted positions work approximately 38-hours per week, receive pro-rated benefits, and are enrolled in Social Security for retirement benefits. The City Council authorized the use of part-time benefitted positions, where practicable, to achieve controls and reductions to wage, benefit and retirement-related costs.

➤ **Personnel Budget Appropriations.**

The Proposed Fiscal Year 2023–24 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2023–24 Budget includes \$29,731,619 for Total Personnel Services, All Funds. Based on 208 full-time City positions and 2 part-time benefitted positions, Personnel Services represent approximately 61.5 percent of the Proposed Fiscal Year 2023–24 Budget, Total Operating Appropriations (exclusive of debt service) (\$48,353,773).
- *General Fund.* The Proposed Fiscal Year 2023–24 Budget includes \$24,762,507 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 69.5 percent of the Proposed Fiscal Year 2023–24 General Fund Operating Appropriations Budget (\$35,641,007).

➤ **Budget Allocations by Department.**

As indicated in **Table 11**, below, the Proposed Fiscal Year 2023–24 Budget includes personnel, services and supplies, and capital outlay funding allocations, by Department.

Individual components of Department operations can be found in the **Budget Summary** section of the Proposed Fiscal Year 2023–24 Budget.



June 7, 2023

**Table 11**  
**Budget Allocations, By Department**

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	\$ 162,744	\$ 300,855	\$ -	\$ 463,599
City Manager	2,298,375	3,936,528	453,000	6,687,903
Administrative Services	605,848	735,940	-	1,341,788
Human Services	3,457,769	922,000	49,150	4,428,919
Police	10,710,657	1,428,055	218,400	12,357,112
Fire	4,815,622	729,745	196,319	5,741,686
Public Works	3,846,175	6,656,876	210,600	10,713,651
Community Development	1,599,403	269,605	5,000	1,874,008
Economic Development	557,516	362,560	-	920,076
City Attorney	133,833	250,000	-	383,833
Citywide	1,467,757	1,754,000	-	3,221,757
Community Facility Districts	75,920	143,521	-	219,441
<b>Total Operating Expenditures</b>	<b>\$ 29,731,619</b>	<b>\$ 17,489,685</b>	<b>\$ 1,132,469</b>	<b>\$ 48,353,773</b>
Debt Service	-	-	-	9,422,503
<b>Total Expenditures</b>	<b>\$ 29,731,619</b>	<b>\$ 17,489,685</b>	<b>\$ 1,132,469</b>	<b>\$ 57,776,276</b>

## VIII. BUILDING A BETTER MONTCLAIR

Building a better Montclair requires a team of dedicated leaders committed to excellence and the pursuit of ideas and ideals. To achieve this blend of municipal achievement, the City Manager regularly challenges the organization with new objectives designed to:

- Promote improvements to the overall quality of life in Montclair;
- Facilitate infrastructure improvements throughout the City including street and alleyway improvements, safe routes to school improvements, ADA improvements, and other infrastructure enhancements;
- Promote and achieve strategic objectives as established by the City Council;
- Promote commercial and residential development throughout the City;
- Establish an effective grants program to secure state, federal and county grants for a variety of physical and economic improvements for the community;
- Promote extension of light rail transit to, and development of, the Montclair Transcenter;
- Develop solutions to community issues, including homelessness and affordable housing;

June 7, 2023

- Address long-term issues requiring dedicated funding for specific purposes—e.g., pension liabilities, bond obligations, infrastructure improvements and capital requirements;
- Promote and enhance community service and public safety programs;
- Produce revenue for employee working condition enhancements;
- Address state and federal legislative priorities that affect organizational operations;
- Strengthen and harden Montclair against adverse fiscal conditions; and
- Address City Council-directed priorities and objectives.

Recent, ongoing and planned efforts designed to achieve the above include the following:

➤ **Formation of a new Transactions and Use Tax District (Placed before the voters on the November 3, 2020, as *Measure L*).**

On November 3, 2020, Montclair voters approved *Measure L*, providing for a 1 percent transactions and use tax.

*Measure L* is projected to generate approximately \$11.07 million in transactions and use tax revenue for Fiscal Year 2023–24. Earnings from *Measure L* have been incorporated into the Fiscal Year 2023–24 Proposed General Fund Revenue and General Fund Operating Budgets. As a general tax, *Measure L* tax revenues are co-mingled with other General Fund revenues and must be used for a variety of governmental purposes. Voter approval of *Measure L* has enabled Montclair to achieve the following objectives while, at the same time elevate the level of the City's commitment to funding to a variety of Special Purpose Reserve programs as discussed under section "IV. **GENERAL FUND RESERVES – SPECIAL PURPOSE RESERVE FUNDS**," on [pages xxxi to xxxix](#):

- Elevate the General Operating Fund Unassigned Reserve Balance Ratio to a minimum target of 25 percent of the General Operating Fund Expenditure Budget, and an overall target of 50 percent, as discussed under section "III. **GENERAL OPERATING FUND RESERVE BALANCE – Unassigned Reserve Funds**," on [pages xxvii to xxix](#). The Unassigned Reserve Balance Ratio is currently 22.45 percent—see **Table 6, General Operating Fund's Unassigned Reserve Fund Balance** on [page xxix](#).
- Commit funding for annual payments on the 2014 Issue of Lease Revenue Bonds, as discussed under section "II. **DEBT SERVICE ON BONDS—Debt Service Fund – 2014 Issue of Lease Revenue Bonds**," on [pages xxiii to xxiv](#).

June 7, 2023

- Commit funding for annual payments on the 2021 Issue of Lease Revenue Bonds, as discussed under section "**II. DEBT SERVICE ON BONDS—*Debt Service Fund – 2021 Issue of Lease Revenue Bonds***, on [pages xxiv to xxv](#).
- Commit funding for annual payments on the 2021 Issue of Pension Obligation Bonds, as discussed under section "**II. DEBT SERVICE ON BONDS—*Debt Service Fund – 2021 Issue of Pension Obligation Bonds***, on [pages xxvi to xxvii](#).
- Improve employee working conditions, establish comparable pay equity, and promote succession planning. This objective is achieved through the labor negotiation process, and by continued improvement to the City's fiscal health.
- Maintain and improve standards of service to the public and community. This objective is achieved by establishing budget priorities; accomplishing fiscal actions taken by the City Council, including through approval of bonded indebtedness for infrastructure improvements; promoting development activity, including commercial, residential and industrial development; achieving quality-of-life improvements throughout the community; deliver on a range of public services and programs; and other deliberative governmental actions designed to improve the community.
- Create fiscal stability in all sectors of the City's operational budget and reduce fiscal risk. This objective is largely achieved through adoption of a balanced, annual budget and promoting actions that reduce fiscal risk as identified by the California State Auditor's Office—see discussion under "**State Auditor's Report**" on [pages xx to xxii](#) and **Table 4, California State Auditor – City of Montclair Comparison of Fiscal Risk Ranking for Fiscal Year 2019–20 to Fiscal Year 2020–21** on [page xxi](#).
- Satisfy the need for personnel growth and development within the organization, as required to meet the needs of the organization and service needs of the community. This objective is achieved through budgetary and Personnel Committee actions, and through reorganization elements that promote structural change to the organization as necessary to meet the evolving needs of the organization and the community. Personnel changes for Fiscal Year 2023–24 are discussed in Section "**VII. PERSONNEL SERVICES**," on [pages xliii to xlvi](#).
- Achieve appropriate budget expenditures for services, supplies, and capital outlay, as required to meet the service needs of the organization and community. This objective is achieved through adoption of the annual budget.
- Achieve City Council directed priorities. This objective is achieved by adoption of the annual budget, by majority agreement of City

June 7, 2023

Council Members agenda action items, and through strategic initiatives endorsed by majority agreement of the City Council. Directed priorities may require a commitment of funds through the appropriations process by adoption of the annual budget or by allocation of funding through agenda action reports.

➤ **Evaluate Service Contracting for Specified Programs Targeted at Maintaining and Enhancing Services and Achievable Cost Efficiencies.**

Service programs offered by the City are occasionally evaluated to determine if service contracting, subject to labor group provisions, provides the City with viable and affordable options for delivering public services.

Fire code inspections, solid waste service, and a variety of services in the Public Works Department (e.g., median and tree maintenance) have been contracted to outside vendors. The City Manager will continue to evaluate outsourcing of services to promote cost efficiencies and enhance services for the community.

➤ **Consider Implementation of a Proposition 64 Compliance Program.**

In 2019 the "*Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair*," or the "MAUCRSL, and its companion ordinances were presented to the Montclair Planning Commission for consideration. Following extensive review, the Planning Commission recommended City Council adoption of the MAUCRSL and its companion ordinances.

Due to the diversion of staff time to cope with the COVID-19 pandemic and the need to address certain revenue and licensing policy issues, presentation of the MAUCRSL to the City Council has been delayed. The City Council also directed staff to poll residents regarding the legalization of commercial cannabis businesses in the Montclair community.

In March 2022, the City Council approved the hiring of FM3 to poll residents for their support or opposition to legalized commercial cannabis activity in Montclair. Polling of residents occurred from April 24 to May 16, 2022. The polling data demonstrated that regardless of whether or not respondents to polling questions were aware that commercial cannabis activity in Montclair is legal or illegal, support for legalization hovered at or around 70 percent of likely voters. Among those respondents who support legalizing commercial cannabis activity in the City, approximately 90 percent stated they would support a gross receipts tax on the selling of cannabis products. Based on the polling data, the City Council approved placing on the November 8, 2022, General Municipal Election Ballot two measures:

- Measure "R" (Ordinance 22-999) would enact a general business license tax on cannabis businesses in an amount not to exceed seven percent (7%) of gross receipts of cannabis businesses licensed to operate in the City of Montclair. On August 1, 2022, the City Council voted to place Measure "R" on the November 8, 2022 general municipal election ballot. Measure "R" passed by 70.22 percent of the vote.

June 7, 2023

- Advisory Measure “II” was for advisory purposes only and did not, in any manner, amend City law or permit cannabis businesses to operate within the City. Measure “II” established that Cannabis business may only be permitted by future City Council ordinance, state or federal law requirements, or by a future binding measure approved by Montclair voters. If enacted by a majority (50% plus 1) vote, the Advisory Measure served to inform the City Council on whether or not the voters desire to amend the Montclair Municipal Code to allow legalizing and licensing medical and adult-use cannabis businesses to operate within the City. A “yes” vote on Advisory Measure “II” would recommend that cannabis businesses be allowed to operate within the City; a “no” vote on Advisory Measure “II” would recommend that cannabis businesses not be allowed to operate within the City. Measure “II” passed by 51.91 percent of the vote.

City staff are now in the process of redrafting the “*Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair*” (MAUCRSL) for presentation to the City Council in Fiscal Year 2023–24. City staff projects that a regulatory system for commercial cannabis will produce between \$2 million to \$4 million annually, based on the approved tax rate and the number of license agreements and types of commercial cannabis activity permits issued by the City. A redrafted ordinance will provide for a recommended contribution of approximately one percent of annual gross receipts by licensed cannabis vendors for a community benefits program with funding to be received by City-approved benefactors.

Revenue from a Proposition 64 compliance program would be deposited in the City's General Fund and used to support a variety of general government functions and services including, but not limited to, the following:

- Public safety and enforcement programs;
  - Code Enforcement services;
  - Proposition 64–related programs;
  - Homeless assistance programs;
  - Infrastructure improvements; and
  - Other priorities identified by the City Council.
  - Approval and implementation of the MAUCRSL would also make the City eligible to apply for a range of state grants supportive of the above governmental functions.
- **Promote Development Within North Montclair Pursuant to the Amended North Montclair Downtown Specific Plan (the "Amended NMDSP").**

Projects within the Amended NMDSP boundaries include high-density residential and mixed-use development, office space, and adaptive re-use of existing spaces. The NMDSP area also incorporates the City's Transit Oriented District (TOD).

June 7, 2023

Development of the TOD is vital to the City's larger objective to attract economic and residential development to the Montclair community. Furthermore, vital to this latter objective, the City of Montclair has been a regional leader in promoting extension of Gold Line light rail service to the Montclair Transcenter. City leaders regularly work with the Foothill Gold Line Extension Construction Authority and State legislative representatives to secure the required state funding, presently estimated to be approximately \$750 million, to extend Gold Line light rail service from Pomona to Montclair.

Promoting development in North Montclair would improve the overall quality of life in the community; create new housing, office, and mixed-use projects; move forward the City's vision for a transit-oriented district; and improve Montclair's property and sales tax base.

To date, NMDSP development projects include the 385-unit "The Paseos at Montclair", the 129-unit "The District at Arrow Station", the 212-unit "The Alexan-Kendry", and the 23-unit "Vista Court".

The 360 mixed-unit "Village at Montclair" received entitlement in December 2020 and is now under construction, with completion scheduled for no later than early-to mid-2025. Ten of the ground floor units at Village at Montclair will immediately serve as commercial units, with twenty of the project's flex units to come on line as commercial units within approximately five years after construction is completed and certificates of occupancy are issued.

Other NMDSP projects awaiting a construction-start-date or nearing entitlement include the following:

- **Montclair Kendry Expansion.** This entitled high-density residential project is to be developed in association with the existing Alexan-Kendry development, and will utilize shared amenities and office leasing space. The four-story podium buildings will incorporate 137 units configured in a mix of studio units and one- and two-bedroom apartment townhomes.
- **Marlowe.** This entitled residential project is awaiting a construction start date on the former Vulcan property, and will consist of 302 residential units utilizing a combination of three- and four-story buildings, configured in a mix of studio units and one, two and three-bedroom apartment townhomes.
- **Montclair Place.** CIM Group has submitted plans for a 606 residential unit, mixed-use development that includes 41,290 square feet of commercial space, 623,550 square feet of residential space, and 352,460 square feet of podium parking service (941 parking spaces provided). The project consists of two main buildings, configured to represent 6 different architectural styles, with a pedestrian-paseos dividing the two main buildings—the two main buildings would be connected by a pedestrian bridge. The project will also feature a Rambla—a tree-lined pedestrian, bicycle and vehicular street used for outdoor events and commercial activities. The project is in final stages of review with presentation to the City Council on or about August 2023.

June 7, 2023

- **Main Event Entertainment.** CIM Group and Main Event Entertainment have entered into a lease for the entire ground floor space under the AMC Theater. Main Event Entertainment operates family entertainment centers featuring billiards, bowling, arcade games, virtual reality games, laser tag, mini-golf, gravity rope courses and karaoke. Main Event Entertainment offers facilities and services for birthday parties, event facility rental services, and meeting and event space with accommodations for corporate meetings or group gatherings. Main Event Entertainment also provides full restaurant services offering appetizers, pizza, hamburgers, salads and desserts, and a full-service bar serving beer, wine, mixed drinks and a bar menu. Main Event is currently in plan check.
- **Panera Bread.** Negotiations between Target, CIM Group, 99¢ Only Store and the site developer continue, and the City anticipates the parties will reach final agreement in 2023, with construction to follow in 2024–25.
- **Arrow Highway and Fremont Avenue Improvements.** In order to enhance the attractiveness of streets in North Montclair the City Council, in 2019, authorized roadway and median improvements on Arrow Highway between Central and Monte Vista Avenue, and on Fremont Avenue between Arrow Highway and Moreno Street. City staff is in final construction and engineering design and anticipates that roadway improvements will move forward in parallel with, or following completion of major street work at the *Village at Montclair* development on Arrow Highway.
- **NMDSP/Montclair Place District Street Design and Engineering.** In June 2022, the City Council approved a contract with Moule & Polyzoides (M&P) to design and engineer roadway improvements for the following NMDSP/Montclair Place District streets:
  - Moreno Street, between Central and Monte Vista Avenues;
  - Central Avenue, from the Interstate 10 Freeway, north to Richton Street;
  - Monte Vista Avenue from the Interstate 10 Freeway, north to Arrow Highway;
  - La Rambla, an internal commercial and pedestrian/vehicle roadway that will interconnect internal streets at Montclair Place to a central downtown hub of mixed-use properties.
  - Richton Street, between Central and Monte Vista Avenues;
  - Huntington Drive, from Claremont Boulevard to Monte Vista Avenue; and
  - Arrow Highway, between Monte Vista and Mills Avenues.

As discussed under “**Street Maintenance Reserve Fund** - Complete Streets Program Throughout the North Montclair Downtown and Montclair Place



June 7, 2023

Specific Plan Areas,” on [pages vii to ix](#), proposed roadway improvements will create complete street designs (vehicle, pedestrian and bicycle friendly corridors) for targeted streets, create open spaces, build safe bike paths, and promote project development within the NMDSP area and Montclair Place District Specific Plan area.

- **Montclair Transcenter-related projects:**

- *Montclair Transcenter – Property Acquisition.* City staff continue to advocate for transfer of the Caltrans-owned parcels at the Montclair Transcenter to the City for development through a public-private partnership. A 2022 appraisal ordered by the City indicates that the value of Caltrans-owned property at the Transcenter is appraised at approximately \$32+ million; however, the cost to construct a parking facility to support 1,600 vehicles is approximately \$37+ million, creating an estimated \$5 million negative property value—the Gold Line Extension project’s environmental review for the Montclair Transcenter presupposes that vehicle parking at the Montclair Transcenter will be maintained at approximately 1,600 spaces, and was studied and environmentally cleared for that estimate.

In April 2022, City staff submitted to the office of State Senator Susan Rubio a detailed analysis that justified a request from Montclair to transfer the Caltrans-owned property at the Transcenter to the City. Included in the justification for transfer was the City's support for construction of high-density residential development, including affordable housing, in compliance with Governor Gavin Newsom's promotion of high-density residential development near high-quality public transit facilities. The Montclair Transcenter is ranked as a high-quality public transit facility.

In January 2023, City staff submitted to the office of Assemblymember Freddie Rodriguez a request to author a bill that would declare the Montclair Transcenter as surplus property, and authorize its transfer to Montclair. Assemblymember Rodriguez indicated that he would author a bill achieving City staff’s objective either in the current or 2024 Legislative year. A similar request was submitted by Mayor John Dutrey to Senator Rubio—Senator Rubio indicated she would co-sponsor a bill with Assemblymember Rodriguez that would transfer ownership of the Montclair Transcenter to Montclair.

In July–August 2023 City staff will present to the City Council an agreement to engage Moule & Polyzoides (M&P) to develop a Master Site Plan for the Montclair Transcenter. The Master Site Plan would incorporate the following:

- Market-rate and affordable housing developments on the north side of Richton Street and the southwest parking field south of Richton Street.

June 7, 2023

- A 1,600-space parking structure to be constructed on the southeast parking field, south of Richton Street—the ground floor would include a relocated bus terminal, creating space for additional housing development.
  - A station platform for the Gold Line—Gold Line track will be located north of the existing Metrolink platform, and the Gold Line Platform will be north of the Gold Line tracks.
  - A transit-service center that is standalone or integrated into the parking structure. The facility would incorporate covered waiting space, food service, bicycle storage, ticket/information center, restrooms, child care services and commercial spaces. The facility would be standalone or constructed to integrate with the parking structure.
- *Montclair Transcenter — Gold Line Extension.* Mayor John Dutrey, Council Member Bill Ruh and City Manager Starr continue to advocate for extension of the Gold Line from Pomona to Montclair. The Gold Line Foothill Extension Construction Authority (Construction Authority) estimates the additional funds needed to construct the Gold Line extension from Pomona to Claremont and Montclair at \$750 million.

In June 2023 the 9.1-mile, four-station project segment from Glendora to Pomona (Glendora, San Dimas, La Verne and Pomona) is projected to achieve track construction completion. Construction on the extension out of Azusa started in July 2020, is expected to be fully completed in late 2024, and will enter service in early 2025.

To complete the Gold Line extension to Claremont and Montclair, the Construction Authority requires approximately \$750 million in state funding. The Los Angeles Metropolitan Authority (LA Metro), Construction Authority, state Legislative leaders, and the cities of Claremont and Montclair are working to secure the necessary funding to complete the extension of Gold Line light rail to the Montclair Transcenter.

Once funding is established, the Construction Authority will begin a procurement process to either retain the existing contractor or request new bids for a design-build team to construct the 3.1-mile, two-station (Claremont and Montclair) project segment. Construction on the Pomona to Montclair segment is expected to take an estimated four to five years to complete.

➤ **Redevelopment of Montclair Place.**

The ongoing redevelopment of Montclair Place is intended to address the changing nature of the retail industry, particularly as those changing dynamics affect major retail shopping centers throughout the nation. The initial step toward redevelopment of Montclair Place included completion of a specific plan for the

June 7, 2023

Montclair Place District (the "Montclair Place District Specific Plan" or "MPDSP")—an area that falls between Moreno Street to the north, the Interstate-10 Freeway to the south, Central Avenue to the east, and Monte Vista Avenue to the west.

City staff presented the MPDSP to the City Council for adoption in November 2021. As designed, the MPDSP focuses on developing a central downtown warren of blocks, streets, parks, and open spaces populated with residential, mixed-use, office, entertainment, restaurant, civic, commercial, and educational uses. The MPDSP also calls for increasing existing commercial uses by up to 500,000 square feet.

Promoting development of the Montclair Place District pursuant to the vision of the MPDSP would improve the overall quality-of-life in the community, and enhance the City's sales and property tax base.

MPDSP projects recently completed within, or proposed for, the Montclair Place District include the following:

- **AMC Luxury Dine-In Theater.** In 2021, CIM Group opened the all-new 12 Screen, AMC Luxury Dine-in Theatre to the public. The theater provides for commercial space on the ground floor, with the AMC Theater operating on the upper level. The building features a unique metal-scape façade with nighttime lighting, and serves as the kickoff for the planned redevelopment of Montclair Place. The entire ground floor space of the AMC Theater building was recently leased by Main Event Entertainment. Main Event Entertainment operates family-friendly entertainment centers that feature billiards, bowling, arcade games, virtual reality games, laser tag, mini-golf, gravity rope courses and karaoke. Main Event Entertainment also provides full restaurant services offering appetizers, pizza, hamburgers, salads and desserts, and a full-service bar serving beer, wine, mixed drinks and a bar menu. The Main Event project is currently in plan check.
  - **Phase One Mixed-Use Project — CIM Group.** CIM Group, owner of Montclair Place, has submitted an application for its first mixed-use project within the Montclair Place District. The project features 606 residential units above podium parking, in six- to eight-story building configurations designed to reflect six architectural styles. Upon receiving entitlement (projected for August 2023), the development will be constructed on the northeast quadrant of the Montclair Place District. Construction is expected to begin in 2024.
- **Economic Development Agency and its Expanding Role in Promoting Economic Development, Planning for Development in the City's Sphere of Influence, and Promotion of Affordable Housing.**

In the Fiscal Year 2023–24 Proposed Operating Budget, the Economic Development Assets Fund (EDAF) retains a balance of \$5,623,917.49. The purpose of the EDAF is to provide and enhance funding within the Economic Development Agency (EDA) for real property acquisition, affordable housing development, homeless assistance, and economic development activities. The re-transitioning of the Economic Development Department into the Economic

June 7, 2023

Development Agency (EDA) in Fiscal Year 2022–23 emphasized the EDA's evolving role as an extension of the former Montclair Redevelopment Agency (RDA).

Excluding housing-related real property that is assigned to the Montclair Housing Corporation, real property purchased through the EDAF will be held by the EDA for future development, either through a public-private-partnership (PPP), or by sale to a private entity for development purposes. Receipts from the sale of real property held by the EDA will be transferred to the EDAF for future real property acquisition and other projects of the EDA.

The EDA has assumed the role of the former RDA in the promotion of economic development activity in the City and the pursuit of funding to develop affordable housing in the community.

- **Opportunity Zones.** To achieve its economic development objectives, the EDA will, in part, consider opportunities to take advantage of tax code provisions related to the operation of Opportunity Zones which function as an economic development tool designed to spur economic development and job creation in distressed communities. The purpose of having the EDA establish an Opportunity Zone program is to generate economic development activity in targeted and distressed geographical areas of Montclair. As demonstrated on the [California Opportunity Zone Portal](https://opzones.ca.gov/find-opportunity-zones/)<https://opzones.ca.gov/find-opportunity-zones/>, significant areas of Montclair are Opportunity Zone designated. With the second highest amount of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.
- **Sphere of Influence.** The EDA will also work with San Bernardino County toward establishing Opportunity Zone designation in the City's Sphere of Influence (SOI), post annexation. Receiving Opportunity Zone designation for the SOI is crucial to attracting the investment needed to improve this area's infrastructure and commercial, industrial, and residential development prospects. City staff does recognize the hurdles related to passing new federal legislation to expand Opportunity Zones in the state, and will work with federal legislators to achieve this objective.

The City Manager and Economic Development Agency Director have engaged with San Bernardino County's Chief Executive Officer to discuss cooperative objectives related to economic development in the SOI and working toward transitioning the SOI to the City's administrative management through annexation, and received a commitment for that purpose. The City Manager has conditioned this effort with the need for San Bernardino County to restore to the City the property tax increment share of the former Montclair RDA that is transferred annually to the County. San Bernardino County receives an estimated \$2 million as its annual distribution from the former Montclair RDA's property tax increment. San Bernardino County's CEO has taken the request under advisement.

In the event that the County agrees to restore the property tax increment to the City, the funds are recommended for annual allocation to the EDAF for future project development. As part of this joint effort, the EDA is

June 7, 2023

working with the consultant for the General Plan Update to incorporate an SOI element that will evaluate development patterns for the SOI and consider infrastructure improvement costs for the SOI. An expansion of the consultant's agreement will be presented to the City Council for consideration.

- **Inclusionary Housing Ordinance.** The EDA will have oversight responsibility of the City's Inclusionary Housing Ordinance (IHO). The EDA is currently redrafting the City's existing IHO and will present the successor IHO for City Council consideration during the third or fourth quarter of 2023. In-lieu fees derived from Inclusionary Housing fees paid by developers, and any IHO real property assets transferred to the City by developers, will be retained by the EDA for development of affordable housing projects. Affordable Housing assets associated with administration of the IHO would be held by, and administered through, the Montclair Housing Corporation (MHC).
- **Affordable Housing Development.** In April 2022, the EDA and the Montclair Housing Authority (the "MHA") became the beneficiary of approximately \$3.2 million in repaid residual receipt loans, plus interest, that had been provided to Augusta Communities, an IRS 501(c)(3) Corporation established by the City in 1998 to provide affordable housing (through rent control) at mobile home parks in the City managed by Augusta Communities.

In late 2021, Augusta Communities sought to refinance its 2012 Issue of Mobile Home Park Revenue Bonds. In order to refinance its 2012 Bonds, Augusta Communities required the approval and cooperation of the Montclair City Council. As part of the 2022 Bond refinancing proposal, the City negotiated a package requiring Augusta Communities to extend affordability covenants on each of its three Montclair mobile home parks for thirty years, and pay to the MHA the RDA residual receipt loans, with interest.

In addition to the 104 affordable housing units owned and managed by the Montclair Housing Corporation (MHC), the MHC holds property in North Montclair acquired in early 2022 that may serve as the location for a future affordable housing development. The City is also committed to acquiring Caltrans-owned property at the Montclair Transcenter, and pursuing a public-private partnership for development of market rate and affordable housing at the Transcenter, plus parking facilities for public transit service riders.

- **San Bernardino Council of Governments Housing Trust Fund.** In 2022, the San Bernardino County Council of Governments (COG) initiated the process of exploring opportunities for establishing a County administered Housing Trust Fund. To date, the COG has prepared a Strategic Plan and a White Paper outlining the operational aspects of the Trust Fund. The COG projects that it will take approximately four to five years for the Trust Fund to secure sufficient grant dollars to achieve administrative benefit for member agencies. Membership in the Trust Fund will be based on population. The COG projects that annual administrative costs will be

June 7, 2023

approximately \$250,000. Eleven San Bernardino County cities, including Montclair, have indicated interest in joining the Trust—Montclair's cost is projected to be approximately \$30,000 annually.

- **Addressing Homelessness.** Homelessness remains a serious issue in Montclair, the region and throughout California. The EDA, along with the Montclair Code Enforcement Special Operations Team, has been tasked to develop grant funding to facilitate development of temporary housing. Working collaboratively with the EDA, the City's Code Enforcement Special Operations Unit is engaging with local organizations to promote programs designed to address Montclair's homeless problem.

In addition to its effort to develop a temporary shelter program, the City is also seeking state grants to provide supportive and educational wraparound services including substance abuse counseling; case management; medical and mental health services; and transition services for more permanent housing. The objective is to move clients from having no regular nighttime residence to a temporary, stable facility that can address immediate needs, offer benefits assistance, and ultimately place clients on the road to stability and economic self-sufficiency.

- *Care Court.* Montclair will also engage with the San Bernardino County Department of Public Health in implementing Governor Newsom's CARE Court concept, outlined in the Governor's 2022 May Budget Revise.

In April 2022, SB-1338 (the *Community Assistance, Recovery, and Empowerment (CARE) Court Program*) was introduced, proposing a framework for Governor Newsom's plan for Care Courts to compel people with serious mental illnesses and substance use disorders into treatment, while also providing participants with supportive housing and wrap-around services.

The CARE component of CARE Court is a new mental health process intended to assist people living with under- or un-treated schizophrenia spectrum or other psychotic disorders, and who lack medical decision-making capacity-- , many of these individuals are unhoused.

The State Legislature approved \$65 million in CARE Court funding as part of the state's 2022–23 budget. Each of California's 58 counties would be required to participate in the CARES Court program. Counties failing to provide requisite services would face penalties.

➤ **Promote Housing, Commercial and Industrial Development, and Healthy Montclair Projects Throughout the Community.**

Promoting development throughout the Montclair community pursuant, in part, with guidelines proposed through an updated General Plan, would improve the overall quality of life throughout the community, and improve the City's sales and



June 7, 2023

property tax base. A number of projects currently underway in Montclair include the following:

- **Citywide development.** A number of housing, commercial and logistics projects have already been completed in the City's southern sector. Other projects are under development and/or are in planning.
- **Tiki Drive-In/Mission Project.** Development in the City's southern sphere includes the site of the former Montclair Tiki Drive-In Theater. The site is currently being graded to accommodate a mix of light industrial/manufacturing and logistics support in a "campus" environment. The Mission Project consists of eight buildings on 27.4 acres located at the northwest corner of Mission Boulevard and Ramona Avenue. The project is bounded by State Street to the north, Ramona Avenue to the east, Mission Boulevard to the south and a mix of residential and industrial improvements to the west.

Closure of the Mission Tiki Drive-in to accommodate the Mission Project adversely impacts the City's sales tax revenue base and available forms of leisure entertainment (four outdoor movie theater screens) and shopping experiences (weekly swap meets). To redress these losses to the Montclair community, the City and Mission negotiated terms that required Mission Project to pay to the City an annual Community Benefit fee equal to one and one-quarter cent (\$0.0125) per month for every square foot of the building area leased for each month of the year. Based on 513,295 square feet of total lease space available, the annual remittance to the City would be \$76,994.25. The Community Benefit Fee, with first payment expected no sooner than 2025–26, shall be deposited in the City's General Fund to be used for community benefit purposes determined by the City. Eligible programs will include, but not be limited to, youth sports programs, the Montclair to College program, league sport programs and school-related programs and activities.

- **Holt and Mission Boulevard Corridors.** The City Manager and Economic Development Agency Director have worked with Congresswoman Norma Torres to develop federal assistance to enhance the Holt and Mission Boulevard corridors through Pomona, Montclair and Ontario. The effort is designed to improve the appearance of the boulevards, promote business, industry and housing development, and address a range of issues shared in common by the three cities along the length of the two corridors. Discussions have included activating the Holt Boulevard corridor by focusing on transit-related development.

The opportunity for transit-related development along Holt Boulevard may be a byproduct of the West Valley Connector (WVC) Project and the possible selection of Holt Boulevard as the alternative extension of the Gold Line to ONT. This project is currently stagnant; however, City staff will re-engage with Congresswoman Torres to determine future potential through the use of Community Project Funds.

- **San Antonio Creek Trail.** The vision for Montclair's future San Antonio Creek Trail consists of a vibrant, connected, and safe multi-use greenway



June 7, 2023

path that will run north–south through the entire City from its northern limits at the Pacific Electric Trail near Monte Vista Avenue and Richton Street, and continuing three miles south to Montclair’s city limits at Mission Boulevard.

When completed, the entire length of the San Antonio Creek Trail will provide new connections between neighborhoods and to parks, recreation centers, schools, transit areas, job centers, and other community destinations.

In March 2022, Montclair was notified by the California Department of Transportation that it was awarded approximately \$4.2 million from the nearly \$300 million available in Clean California Grants for improvements to Sunset Park, including for a pilot segment of the San Antonio Creek Trail adjacent to Sunset Park. Construction on the pilot segment and other improvements to Sunset Park are expected to begin in 2023.

Building the San Antonio Creek trail will bring a number of quality-of-life improvements to the Montclair community, identified by various state agencies as a disadvantaged community. An investment in the San Antonio Creek trail will improve public health, economic opportunity, and environmental and transportation benefits for the Montclair community and surrounding cities.

From an environmental and health perspective, construction of the trail will encourage area residents to shift from the use of personal vehicles to other forms of transportation, including walking, cycling, and the use of public transit, resulting in lower traffic congestion, lower greenhouse gas emissions, improved air quality and higher levels of physical activity, thereby improving the health and wellbeing of area residents.

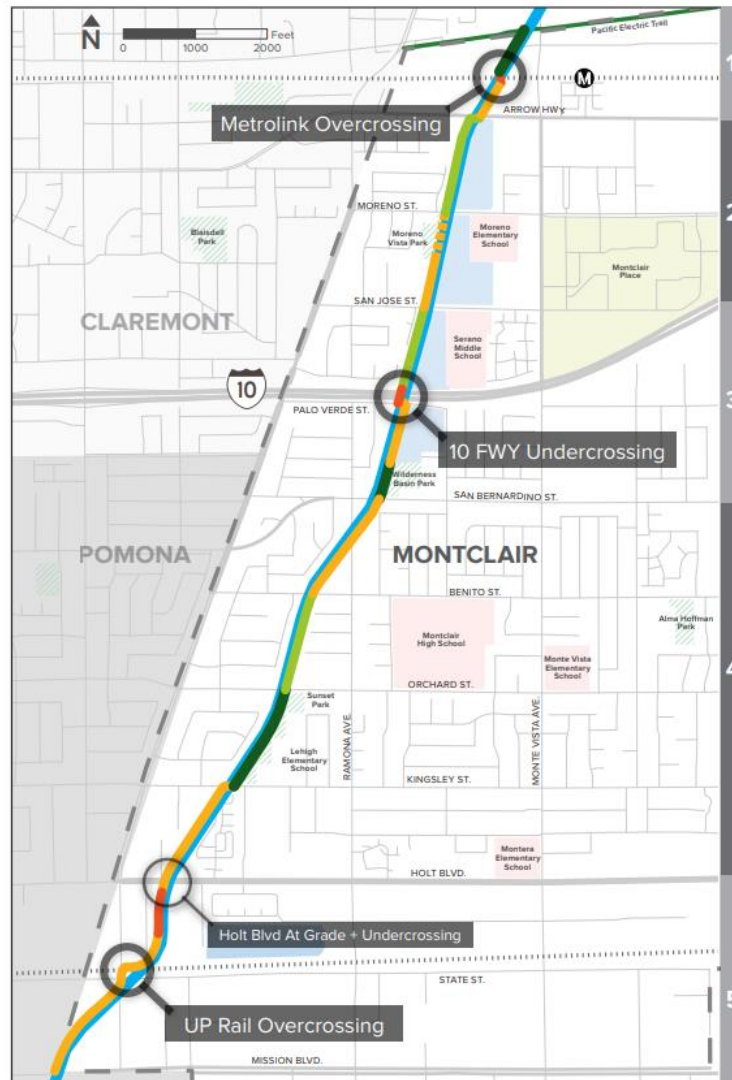
The trail provides opportunities for residents making trips across the region to get to work or school, run errands, or visit friends and family through an active transportation network. Proximity of the trail to the Montclair Transcenter, a major transit hub with connections to rail and bus service, will create an important link for commuters connecting to other parts of the Southern California region and other forms of public transit.

Additionally, because modes such as walking and biking provide some of the lowest-cost forms of transportation, constructing the trail is projected to produce positive economic, transportation, and equity benefits for those disadvantaged communities adjacent to the San Antonio Creek trail, including Montclair.

In order to achieve funding for the entire length of the San Antonio Creek Trail project, the San Antonio creek corridor has been split into five segments, as demonstrated in **Illustration 1**, below. Segments break at the locations of major barriers (Metrolink Railway, I-10 Freeway, and Union Pacific Railway) and/or logical construction phases that connect to existing or planned active transportation facilities or key community destinations.

June 7, 2023

### Illustration 1 San Antonio Creek Trail Segments



#### ➤ 2021 Issue of Lease Revenue Bonds.

Over the next four years, City staff will complete infrastructure projects identified by the City Council for improvement. Some listed projects referenced in **Table 5** on [page xxv](#) are already under design or have been approved by the City Council for completion. Projects currently underway include the following:

- **Parks Master Plan.** In April 2022, the City Council approved the award of a contract for development of a Parks Master Plan. The plan has been received by the City Council. L.D. King Engineering is currently completing design for improving the facilities at Saratoga Park—the City’s premier sports park. Improvements to Saratoga Park will be facilitated by a \$2 million Community Project Funding Grant provided through the office of

June 7, 2023

Congresswoman Norma Torres in conjunction with 2021 Lease Revenue Bonds.

- **Reeder Ranch Park.** Construction on the Reeder Ranch Park, on Holt Boulevard, adjacent to the historic Reeder Heritage Ranch, is currently under way. In 2020, the City was awarded a \$5.137 million grant from the Proposition 68 Statewide Park Program (Round 3) Grant Awards—the total cost of the project is estimated at \$5.5 million. Project design calls for a new 2,500 square foot recreation center, natural playground, walking trails, fitness stations, picnic tables with shade structure, restroom facilities, public art, parking lot, lighting, and landscaping throughout the park. A portion of Reeder Ranch Park construction (approximately \$400,000) will be offset by use of 2021 Lease Revenue Bonds.
- **Flashing Stop Sign Replacement Program.** The City Council has demonstrated a commitment to the Safe Routes to School Program. A significant, authorized Manual on Uniform Traffic Control Devices (MUTCD) upgrade for the Safe Routes to School Program is the installation of flashing stop signs at designated points throughout the community. An analysis of GIS mapping data indicates that an estimated 433 stop signs are installed throughout the City. Replacing each stop sign would cost approximately \$779,400, not including installation.

In the Fiscal Year 2022–23 Budget, the City Council allocated \$550,000 from the *2021 Issue of Lease Revenue Bonds* for the installation of flashing stop signs at designated intersections throughout the City. An analysis of GIS mapping data indicated that an estimated 433 stop signs are installed throughout the City, and that approximately 250 stop sign locations warrant upgrade to the flashing stop sign configuration at a cost of approximately \$450,000. Contracting for installation of the flashing stop signs was estimated at approximately \$100,000. Installation of the flashing stop signs is now in progress.

## IX. CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2023–24 Budget can be termed a successful budget that utilizes a number of funds and strategies to achieve balance and respond to a number of community and organizational needs.

Central to the Budget's fiduciary commitment is the creation of debt service funds, including the following:

- The 2014 Issue of Lease Revenue Bonds Debt Service Fund — \$2,587,763;
- The 2021 Issue of Lease Revenue Bonds Debt Service Fund — \$2,397,413;
- The 2021 Issue of Pension Obligation Bonds Debt Service Fund — \$4,437,327.

The Fiscal Year 2023–24 Budget, as proposed, also incorporates the allocation of funds for Special Purposes, including the following three funds introduced for consideration in the proposed Fiscal Year 2023–24 Budget:

June 7, 2023

- Gold Line Betterment Reserve Fund — \$1,250,000.
- Street Maintenance Reserve Fund — \$1,250,000;
- Homeless Advocacy Assistance Reserve Fund — \$500,000;

Improved sales tax revenues, combined with transactions and use tax earnings generated by *Measure F* and *Measure L* have contributed greatly to the City's ability to recover in the post-COVID-19 Pandemic era.

For Fiscal Year 2023–24, each City Department was provided greater flexibility in the preparation of their respective budget programs. Minimal adjustments were, however, made based on historical data, expenditure details, actual and projected needs, and available funding.

In relation to the General Operating Fund Unassigned Reserve's Operating Reserve Ratio, I am pleased to report that at 22.45 percent, or \$8 million, City staff is nearing the City Council's objective to maintain a minimum fund balance of approximately 25 percent of the General Operating Fund Appropriations Budget. Going forward, City staff will work toward the GFOA and California State Auditor's Office recommendation for an optimum fund balance ratio of 50 percent. Based on total reserve assets, including \$30,688,706 in Special Purpose Reserve Funds and \$8 million in Unassigned General Fund Reserves, the total Operating Reserve Ratio (Unassigned and Assigned) is approximately 109 percent of the General Fund Proposed Operating Budget.

Each year, City staff seeks to improve upon, or achieve new revenue enhancements. In November 2020, *Measure L* received 68.84 percent voter support, and is expected to generate an estimated \$11.074 million in Fiscal Year 2023–24, with \$2,397,413 allocated annually to the debt service fund for the *2021 Issue of Lease Revenue Bonds*. Voter approval of *Measure L* presents the City Council the opportunity to bring critical infrastructure improvements to the community, enhance municipal services, and improve employee working conditions.

During Fiscal Year 2022–23, the City Council agreed to place on the November 8, 2022 ballot two measures (Measure "R" and Measure "II") asking voters to consider (i) the legalization of commercial cannabis businesses in the City, and (ii) a maximum 7 percent cannabis sales tax on licensed commercial cannabis businesses. Each measure was approved by the voters, and City staff is currently redrafting a commercial cannabis ordinance for presentation to the City Council in Fiscal Year 2023–24.

Over the past decade, the Montclair organization has fully embraced the matrix of a "New Economy"— a standard that responds to a public that demands local government agencies provide efficient public services without significant diminution in service levels. In effect, public expectation is for local leaders to re-invent the process of service delivery to achieve traditional expectations without unnecessary tax burdens. The City's fiscal discipline, prudence, and fiscal policy recalibration over the past several years has been to accomplish this community expectation.

In 2020, the paradigm shifted, a casualty of a microscopic virus that imposed a new set of restrictions on local governments and their ability to deliver services. Only through a concerted effort to promote new revenue programs and sources is the City now

June 7, 2023

effectively putting the economic crisis brought on by the COVID-19 pandemic behind us—the passage of *Measure L* has been instrumental to this effort. *Measure L* affords Montclair the ability to continue a healthy and responsive program of services for the community.

Going forward, City staff will:

- Routinely look at fresh approaches for service delivery;
- Continue to evaluate grants and outside funding opportunities to defray General Fund and other fund-related expenditures;
- Seek to develop strategies to improve both the appearance and infrastructure of the community;
- Promote new revenue concepts;
- Pursue development of the City's commercial and residential base;
- Promote Economic Development opportunities by drawing on the City's past and effective promotion of redevelopment as a tool to revitalize Montclair;
- Continue to develop the City's expanding partnership with CIM Group for investments in North Montclair; and
- Work with legislators and the City Council to move Montclair forward.

Based on discussions in the ***City Manager's Fiscal Year 2023–24 Budget Message***, it is clear the City Council continues to develop its role as a responsive governing body that is focused on prudent fiscal management practices—practices that allow the City Council to function as architects of Montclair's fiscal destiny.

Through vibrant, visionary, and energetic projects like the Amended North Montclair Downtown Specific Plan, the Montclair Place District Specific Plan, and the upcoming Arrow Highway Mixed-Use District Specific Plan and General Plan Update it is evident that Montclair is a community shaping its destiny and trending toward an era of progress.

As the Montclair organization moves into the new fiscal year, its leaders continue confronting the challenges offered by the economic paradigm confronting municipalities—a paradigm requiring a conservative stewardship over fiduciary responsibilities. Concurrent with its need to proactively address this economic reality, the Montclair organization is committed to maintaining a balance between its commitment to the organization and its people, and its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. Your individual service to the City has been instrumental in making Montclair a community residents are proud to live in, businesses are honored to operate out of, children can safely play in, and employees are proud to work for.

June 7, 2023

I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2023-24 Budget, and helping to keep Montclair on a forward footing.

Honorable Mayor and City Council, the management team is at your disposal to answer any questions each of you may have regarding the proposed Fiscal Year 2023-24 Budget and the City's program of services.

ECS:JK/MF

Sincerely,

A handwritten signature in black ink, appearing to read "Edward C. Starr", written in a cursive style.

Edward C. Starr  
City Manager

## **HISTORY OF MONTCLAIR**

The history of Montclair, as with other communities in Southern California, is rich and colorful. Serrano Indians were the earliest known inhabitants of the land that is now Montclair. The name "Serrano," a broad term applied to the band of Native Americans who inhabited the area around the San Gabriel Mountains, is derived from Spanish and means "mountaineers," or more specifically "those of the Sierra." These early inhabitants built a village on the banks of a sycamore tree-lined creek that flowed along a route that is now Mills Avenue.

Like many Southern California Native American Indian bands, the Serrano were incorporated into the Franciscan mission system. Once missionized, they were forced to converse in Spanish and adopt European farming techniques. The process of missionizing resulted in the loss of nearly all early evidence of their aboriginal culture. The entire Serrano population at the time of European contact was small, perhaps as low as 1,500. The tribe had no chief, and subtribes often fought each other. Census information indicates that fewer than 250 Serrano ancestors survive today.

In 1774, Captain Juan Bautista de Anza, in his exploratory expedition from Mexico to California, named that sycamore tree-lined creek "Arroyo de los Alisos," the *Stream of the Sycamores*—later renamed *San Antonio Creek*. Legend has it that Captain de Anza carved his initials on the trunk of a large sycamore standing along the creek bank. This exploratory trip by Anza was the first sizeable land expedition by Europeans into what is now present-day California. The expedition opened a 2,200-mile route across the southwest deserts, and so impressed the Spanish Viceroy in Mexico City that Anza was ordered to return with a colonizing army.

Anza returned to the area in January 1776 as part of the famous trek that established the *Juan Bautista de Anza Trail*. Anza had successfully opened up Alta California (present-day California) for settlement and missions. The trail from Arizona to northern California was considered a strategic link to the northwest frontier of Spain's empire and its claim to California and the territory's important west coast harbors. A revolt of Yuma Indians in 1781 closed the *Juan Bautista de Anza Trail*, and the Spanish never reopened it, isolating Alta California from the Spanish government in Mexico.

Accompanying Anza on his 1774 expedition was a Franciscan priest named Francisco Garcés. In his treks throughout California, Garcés traveled thousands of miles searching for mission sites. In 1771, he established the route followed by Anza in 1774. Garcés also made first contact with an estimated 24,500 Native American Indians in California and Arizona. He was killed in the Yuma Revolt of 1781.

The Montclair area also served as a point along the *Old Spanish Trail*, an early trade route linking Santa Fe, New Mexico with Pueblo de los Angeles (Los Angeles). Sections of this route were used for trade, emigration and the transportation of mules, horses, and Native American Indian slaves. The *Trail's* heyday was between



1830 and 1848. After the *Mexican War of 1846-1848* competing routes blazed by America's *Army of the West* ended use of the *Trail*.

Up until the 1890s, Montclair was little more than grazing land and a watering hole. In 1897, Mrs. Edward Fraser was instrumental in founding "The Township of Marquette," giving the area its first modern name. This signaled the beginning of land development and the formation of a viable community.

In the early 1900s, Emil Firth, a Los Angeles land developer, named a 1,000-acre land tract (the future site of the City of Montclair) "Monte Vista." All of the tracts were laid out in 10-, 20-, and 40-acre lots with special financing terms to entice the planting of orchards and construction of homes. Settlers moved in shortly after the tract opened in 1907, and the first "modern" settlement within the tract was called Narod. Buildings that made up the settlement included a large orange-packing house, a dry goods store, a hotel, and the Little White Church of Narod.

It was during this period that the Narod area emerged as a contributing component of Southern California's economically important citrus industry. Citrus groves dotted the landscape—the scent of orange and lemon blossoms filling the air. Oranges and lemons had become symbols of promise to Southern California orchard farmers—as powerful as the Gold Rush, though without the popular image of quick riches; and for the state, the citrus industry was its first economic dynamo, financially more important than the discovery of gold at Sutter's Mill.

Citrus fruit, however, had not always been a visceral part of the Southern California desert landscape. Citrus plants originated in China and first arrived in the Americas with the second voyage of Christopher Columbus to the New World. It took another 300 years before oranges were brought to California to be cultivated in 1804 at the San Gabriel Mission. But it was the arrival of a mutant, seedless navel orange plant from Brazil in 1873 that revolutionized the region's citrus industry. The mutant navel orange plant found Southern California soil and weather to its liking; and navel orchards thrived to meet a growing national demand for the fruit. Within 20 years, the navel orange had transformed the deserts of Southern California into a Mediterranean oasis.

The completion of three rail lines through the region opened Southern California's citrus market to the rest of the country. The orange was remaking the terrain and the state's economy. Pioneers moved into the area to establish grove farms and participate in the new industry. George H. Reeder, a native to Narod, and son of one of the citrus industry's first navel orange growers, lived his entire life at the Reeder family grove home on Holt Avenue with his wife, Hazel. The Reeder family continued providing quality navel oranges to the area's citrus packing houses until the industry was hit hard after World War II by smog, soaring real-estate prices, a burgeoning population, freeways, and vandalism. Today, the bulk of the navel crop is grown in California's Central Valley, with only a few thousand grove acres remaining in the Inland Empire.

The Monte Vista Land Tract experienced a population boom after World War II—like most southland areas, people replaced citrus groves. Veterans receiving G.I. benefits for home purchases moved into the area to buy from the abundant supply of

affordable housing that was being mass produced by developers. As the population grew, local residents opposed to annexation by a neighboring city formed the Monte Vista Improvement Association with the objective of incorporating the Monte Vista Land Tract. Residents were asked to vote on the incorporation proposal in the April 1956 election.

Incorporation of the City of Monte Vista was approved by a vote of 682 to 455. Members of the first City Council included James West, a post control operator and orange grower; Paul Frame, a real estate broker and builder; Miller Buchanan, a poultryman; Glen Wolf, the proprietor of an equipment sales and rental business; and Dana Panky, a minister. On the date of incorporation (April 25, 1956) the City of Monte Vista had a total population of 8,008 spread over 4.2 square miles. On April 28, 1956, the City Council appointed Henry Busch to serve as City Attorney; and on the following May 1st, the City Council determined that its meeting place would be a building owned by Mr. Phil Hurst at 5326 San Bernardino Avenue. This building, the site of a former butcher shop, was in good condition and had a room large enough for a few employees and small City Council meetings. The City Council set Tuesday, May 8, 1956, as its first official meeting date, with subsequent sessions to be the first and third Monday of each month. Councilman West, with the help of his family, loaded his pickup truck with a couple of rattan tables and eight chairs from his house and took them to the new City Hall to serve as the Council dais. Tween Stone loaned the new city some folding chairs from his mortuary for the audience, and he brought an American flag to the first meeting.

Monte Vista's municipal government made many advances during the first year of its incorporation. A master street-lighting plan was designed; zoning ordinances were passed; provisions were made for the City's streets to be swept; engineering data gathered; and a City recreation program started. Ben Smith was appointed Chief of Police; and shortly afterward, a staff of four patrolmen and one female dispatcher were hired. At the end of its first year of existence, the City of Monte Vista had ten full-time employees.

The first Fire Department serving the Monte Vista Land Tract was established by the San Bernardino County Board of Supervisors years earlier in 1948. In 1949, a \$50,000 bond issue was approved to construct a fire station and buy equipment. In 1950, the fire station was completed and housed two fire trucks. Three full-time firefighters were employed, and 13 men were paid "by the call." Montclair established its own municipal Fire Department in 1964.

During the City's first years of operation, the federal government refused to open a post office in the community because a town with the same name already existed in Northern California. On April 8, 1958, the citizens of the City of Monte Vista rectified the problem by voting to change the town's name to "Montclair." On July 1, 1958, a branch post office was opened in the Mayfair Market on Central Avenue. Residents were notified to change their return addresses as of September 1, 1958, and mail was distributed through the Ontario Plaza Branch Post Office on Mountain Avenue. In 1964, the post office was relocated to its own building on Benito Street where it stands today. Over the next two decades, postal delivery problems continued because of overlapping zip codes shared with the cities of Pomona and Ontario. This problem was finally resolved in the late 1980's when the U.S. Postal Service

agreed to a single zip code for all of Montclair and the unincorporated areas in the City's sphere of influence.

As early as 1953, the residents of Montclair had the forethought to negotiate a lease-purchase of land on the southeast corner of Benito Street and Fremont Avenue for a Civic Center. On the property was an orange grove used to generate revenue for the lease payments. On April 25, 1964, a new Montclair Civic Center was dedicated. The complex housed the City's Administrative offices and Police Department. The library was the second building completed on the Civic Center property.

Since 1952, the County branch library had been located at Monte Vista Elementary School and was open only two days a week. The new library met the community's growing demand for this service. Today, the Montclair Branch Library provides traditional services, DVD rentals, vital document services, marriage licenses, and hosts an outdoor patio for the performance of marriages.

An important element for community and family life is basic education for children. A growing population required the construction of schools in quick succession. Vernon Junior High School opened in 1956; Margarita Elementary School opened in 1958; and Lehigh Elementary School and Montclair High School followed in 1959. By 1963, Monte Vista Elementary School and Montclair High School needed additions, and Serrano Junior High was built on the west side. State regulations forced the closure of Margarita Elementary School in the late 1990's; however, two new elementary schools, Howard and Ramona, opened to address school-age population requirements.

During its early years, Montclair struggled to find a greater tax base to pay for the services offered to residents. In 1964, land developers approached the City with the answer to its revenue concerns—a regional shopping center. Three years later, the first building permits were issued; and on August 3, 1968, 15,000 people attended a Preview Ball for the new mall which contained 875,000 square feet of store space, three major department stores, 64 smaller shops, and parking for 5,000 cars. During its first year of operation, the mall increased the City's sales tax revenues by more than 30 percent. Today, Montclair Plaza continues to be one of the most successful regional shopping centers in Southern California.

Now, 50 years after its incorporation, Montclair is a thriving full-service City with a population representative of the ethnic and cultural diversity that is characteristic of Southern California. Although the early years of Montclair were not without its growing pains, this small city has proven it can survive, prosper, and be a leader in the Inland Empire.

William V. Donaldson, Montclair City Administrator from 1960-1965, clearly identified the source of Montclair's fortitude when he said, *"The record of the growth of the Montclair area is one that was written by its many dedicated citizens. The transformation from orange groves to a growing city is one of which we can all be proud. It is often easy to forget the sacrifices the citizens have made to affect this change. I think the idea of recording our past so that we may not in the future forget these sacrifices is an excellent one."*



## City of Montclair Demographic Profile 2023

The City of Montclair occupies a power position between Los Angeles County and the Inland Empire. Set squarely between the two on the Interstate 10 and I-210 travel corridor, Montclair benefits from both the dynamic business environment of Los Angeles and the fast-growing markets of the Inland Empire. This premier location is the foundation for Montclair's established position as a retail and business powerhouse and regional community leader.

The centerpiece of North Montclair is Montclair Place, a 1.2 million square foot regional fashion mall with a 10-mile trade area population of 984,604 and an average household income of \$120,587.



**Transcenter**

Also located in north Montclair is the Montclair Transcenter, a multimodal transportation facility located along Richton Street, just east of Monte Vista Avenue. The 20-acre Transcenter is the largest such facility between Union Station in Los Angeles and San Bernardino Station. The Transcenter is a master planned regional transportation hub, with a regional Metrolink station, Greyhound Bus Terminal, and a park-and-ride facility. It accommodates approximately 1,600 commuter vehicles and includes a 1.6 acre service commercial area.

The City of Montclair is a full-service City with a 79 full-time Police Department staff and a 28 full-time Fire Department staff. The 42 full-time Public Works Department staff provides inspections, traffic safety, building maintenance, and street maintenance, including maintaining 78.16 acres in 13 parks. The 15.9 full-time Human Services Department staff administers recreational programs for residents of all ages, provides professional medical and mental health services, health education, early childhood education, operates a variety of senior citizen programs including daily meal service, and coordinates involvement with various community groups, such as social service agencies, mental health clinics, medical liaisons and law enforcement groups.



**Police Facility**



**Fire Station No. 1**





Located next to the civic center in Alma Hofman Park at 5201 Benito Street is the City's skate park which opened in 2004.

**Skate Park**

The Montclair Splash Pad is located in Alma Hofman Park, located east of the Civic Center. The 1,963–square–foot splash pad is a zero–depth aquatic recreational feature that contains ground–mounted elements that spray water when activated by motion sensors connected to each of the individual elements.



**Montclair Splash Pad**



**Youth Center**

The Youth Center is located in the Montclair Civic Center next to City Hall. The Youth Center's hours of operation are Monday, Wednesday, Thursday, and Friday 2:00 p.m. to 6:00 p.m.; and Tuesday, 12:30 p.m. to 6:00 p.m.

The Senior Center, located behind City Hall and the Youth Center, at 5111 Benito Street includes a multi-purpose room, a coffee bar, a commercial kitchen, an outdoor patio with barbecues, numerous outdoor areas with fountains and a fireplace, and staff offices. Hours of operation are Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Fridays from 9:00 a.m. to 5:00 p.m.



**Senior Center**

Solid waste collection is provided through a franchise agreement with a local refuse collection service. Water service is provided by Monte Vista Water District.

The City is governed by a five-member City Council under the Council/Manager form of government.

*Population: 40,041*

*Area: 5.54 square miles*

2023 DEMOGRAPHICS			
Population & Income	3-MILE Trade Area (TA)	5-MILE TA	10-MILE TA
Population	188,473	472,202	984,604
Households	58,511	143,689	311,955
Families	42,649	109,507	241,368
Average Household Size	3.10	3.20	3.11
Median Age	33.2	33.7	35.6
Average Household Income	\$99,047	\$104,423	\$120,587
Median Household Income	\$74,450	\$77,667	\$91,762
Per Capita Income	\$30,785	\$31,845	\$37,999
Median Net Worth	\$102,953	\$120,999	\$189,373
Average Net Worth	\$646,230	\$816,869	\$1,159,264
Households > \$75,000	56.1%	58.9%	67.6%
Average Household Disposable Income	\$75,446	\$78,609	\$89,134
Median Household Disposable Income	\$59,913	\$62,161	\$74,852
Owner Occupied Housing Units	29,693	79,520	197,266
Renter Occupied Housing Units	28,818	64,169	114,689
2020 Consumer Spending (Spending Potential Index) National Average 100	93	97.75	112.75
Workforce	3-Mile TA	5-Mile TA	10-Mile TA
Some College 25+ Population	21.0% (119,812)	20.6% (302,484)	20.6% (665,910)
With Degrees 25+	37%	35.2%	44%
Employment Totals 16+	90,298	223,057	482,224
White Collar 16+	54.9%	53.3%	62.2%
Blue Collar 16+	27.4%	29.3%	23.2%
Service 16+	49.1%	45.9%	46.3%
Race & Ethnicity	3-Mile TA	5-Mile TA	10-Mile TA
Population by Race/Ethnicity	188,972	471,651	993,663
White	27.4%	27.2%	29.4%
Black	5.6%	5.0%	5.8%
Am. Indian, Asian & Pacific Islander	13%	12.8%	20.4 %
Hispanic Origin (any race)	61.1%	62.8%	50.1%
Other	34.4%	35.6%	26.3%
Diversity Index	86.9	86.4	88.4
Approximate Distances of Major Transportation Centers from Montclair			
Ontario International Airport (ONT)	6 miles	Las Vegas	235 miles
Los Angeles International Airport (LAX)	50 miles	Downtown Los Angeles	30 miles
Orange County Beach Cities	35 miles	San Diego County Beach Cities	85 miles
Port of Long Beach	48 miles	Port of Los Angeles	53 miles
Higher Education Institutions within 25 Miles			
CA State University, San Bernardino University of California, Riverside San Bernardino Valley College Chapman University, Ontario		CA State Polytechnic University, Pomona Mount San Antonio College, Walnut Chaffey Community College, R. Cucamonga Claremont Colleges, Claremont	

# CITY OF MONTCLAIR

“GATEWAY TO SAN BERNARDINO COUNTY”

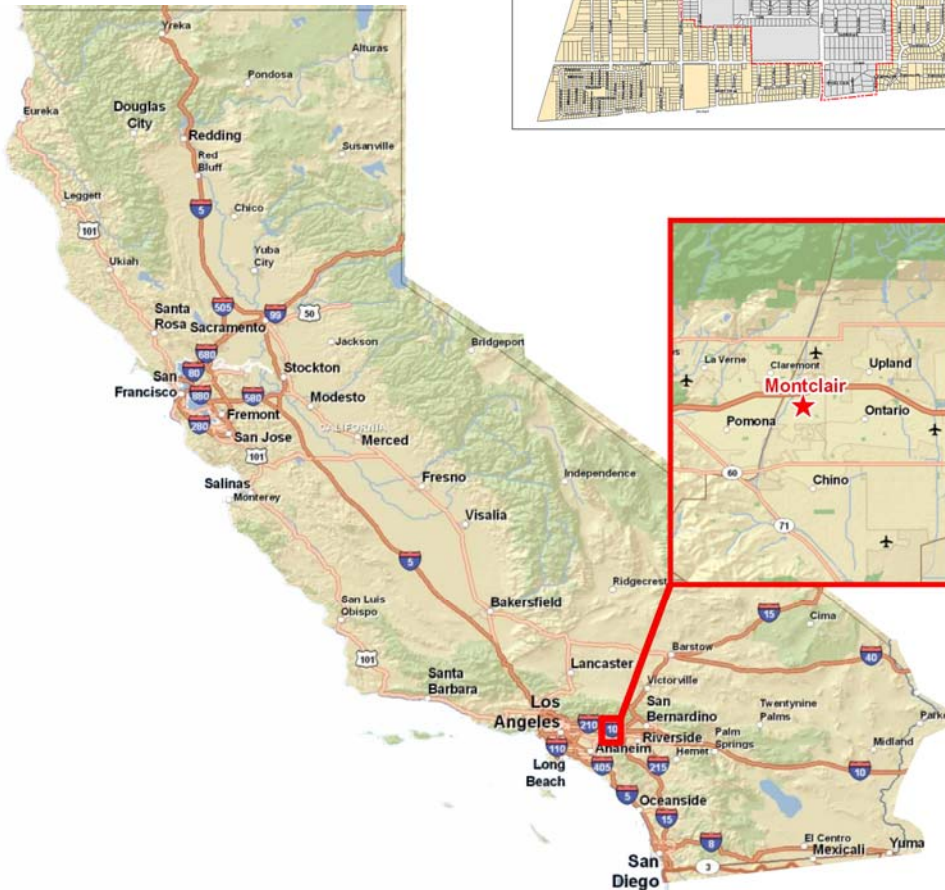
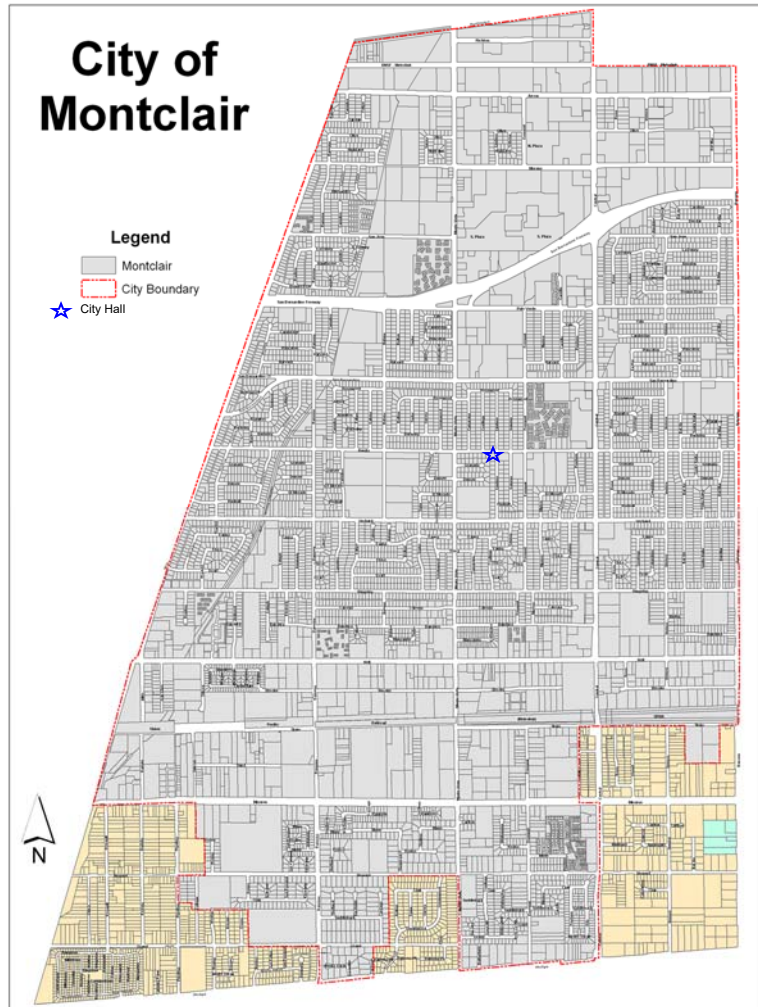
City Hall  
5111 Benito Street  
Montclair, CA 91763

(909) 626-8571

[www.cityofmontclair.org](http://www.cityofmontclair.org)

Population: 41,601

Area: 5.54 square miles







## **Budget Development Timeline Fiscal Year 2023-24**

The budget process begins in January with staff reviewing all current authorized personnel positions, their allocations to various programs, and their respective funding sources. In late January, the Personnel Services Budget Job Allocation worksheets, listing all current authorized personnel positions, are distributed to the various departments for their review, budgetary changes in personnel allocations, and staffing needs. Once this information is returned to the Finance Division in late February, staff prepares all departmental Personnel Services Budgets. Concurrently, staff is also preparing the general City overhead cost information. During the Mid-year Budget Review in February, the City Council establishes parameters for the development of the budget. In mid March, the budget packets, including the budget worksheets and the parameters for the development of the budget, are distributed to all departments. During April, all departments return their budget requests to the Finance Division. In early May, the City Manager and key budgetary personnel meet with each respective department during the management departmental budget sessions to review all operating budget requests for possible adjustment. All budgetary adjustments are incorporated into the preliminary budget. In June, the City Manager presents the budget to the City Council for their review. On the second City Council meeting in June, the City Council adopts the budget by resolution.

### **Key Budget Dates:**

February 22, 2023	Mid-year Budget Review
March 8, 2023	Distribution of budget packets to all departments
March 30, 2023	Departmental-operating budget requests are due
April 25, 2023 - May 3, 2023	Management departmental budget sessions
May 25, 2023	Complete changes to departmental budgets
June 22, 2023	Budget review by City Council
June 29, 2023	City Council adopts budget by resolution

## *Budget Summaries*

		SOURCES				USES			Estimated Fund Balance/ Retained Earnings June 30, 2024
		Estimated Fund Balance/ Retained Earnings July 1, 2023	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	
1001	<b><u>General Operating Fund</u></b>	7,956,909	(1) 39,369,327	100,000	47,426,236	35,612,387	3,813,849	39,426,236	8,000,000
	<b><u>Special Revenue Funds</u></b>								
1102	Gas Tax Fund	-	1,090,496	-	1,090,496	976,815	-	976,815	113,681
1103	Road Maintenance Rehabilitation Fund	1,960,279	942,426	-	2,902,705	-	-	-	2,902,705
1104	Measure I Fund	6,004,459	1,006,000	-	7,010,459	-	-	-	7,010,459
1110	Traffic Safety Fund	106,269	90,000	-	196,269	-	100,000	100,000	96,269
1112	Disability Access Fee	55,108	9,000	-	64,108	-	-	-	64,108
1130	Park Maintenance Fund	23,138	37,000	-	60,138	60,150	-	60,150	(12)
1131	Park Development Fund	1,156,207	383,600	-	1,539,807	-	-	-	1,539,807
1132	CDBG Fund	-	271,698	-	271,698	121,698	-	121,698	150,000
1135	Air Quality Improvement Fund	117,343	110,500	-	227,843	-	-	-	227,843
1138	Senior Nutrition Fund	-	199,666	-	199,666	199,666	-	199,666	-
1140	Asset Forfeiture Fund- State	101,244	10,150	-	111,394	-	-	-	111,394
1141	Prop 30/SB 109 Fund	86,897	100	-	86,997	-	-	-	86,997
1143	Public Safety Fund	304,748	580,685	-	885,433	930,864	-	930,864	(45,431)
1144	Federal Asset Forfeiture Fund- DOJ	570,224	30,400	-	600,624	29,620	-	29,620	571,004
1146	State Asset Forfeiture 15% Set-aside Fund	35,992	1,600	-	37,592	-	-	-	37,592
1147	Federal Asset Forfeit. Fund- Treasury	125,830	30,150	-	155,980	-	-	-	155,980
1148	School District Grant Fund	71,496	124,230	-	195,726	124,230	-	124,230	71,496
1149	Citizens Option for Public Safety (COPS) Grant	288,576	200,500	-	489,076	400,000	-	400,000	89,076
1150	Local Law Enforcement Block Grant	19	78,162	-	78,181	-	-	-	78,181
1151	Crime Prevention Fund	2,378	210	-	2,588	-	-	-	2,588
1152	Recycling Block Grant Fund	124,226	12,100	-	136,326	10,000	-	10,000	126,326
1155	Statewide Park Development Grant Fund	2,000	4,762,553	-	4,764,553	-	-	-	4,764,553
1156	Homeless Housing Assistance & Prevention Fund	10,824	23,800	-	34,624	23,800	-	23,800	10,824
1160	After-School Program Grant Fund	-	2,265,588	-	2,265,588	2,265,588	-	2,265,588	-
1162	City of Hope	1,291	1,000	-	2,291	1,000	-	1,000	1,291
1163	Safety Department Grant Funds	-	18,000	-	18,000	-	-	-	18,000
1164	OMSD Immunization Grant	1,371	-	-	1,371	-	-	-	1,371
1166	Kaiser Permanente Grant	2,684	-	-	2,684	3,000	-	3,000	(316)
1167	Resource Center Grant - OMSD	21,865	-	-	21,865	-	-	-	21,865
1168	Title IIIB Sr Support Services	-	40,000	-	40,000	40,000	-	40,000	-
1169	Healthy Communities Strategic Plan	7,823	-	-	7,823	15,701	-	15,701	(7,878)
1171	ASES Supplemental Grant Fund	155,617	-	-	155,617	-	-	-	155,617
1180	EMS- Paramedic Fund	17,704	46,850	-	64,554	49,995	-	49,995	14,559
1181	Contributions & Donations	500	500	-	1,000	-	-	-	1,000
1704	Sewer Expansion Fee Fund	870,019	51,000	-	921,019	-	-	-	921,019
1740	Developer Impact Fees - Local	1,282,267	100,000	-	1,382,267	-	-	-	1,382,267
1741	Developer Impact Fees - Regional	-	100,000	-	100,000	-	-	-	100,000
1742	Burrtec Pavement Impact Fees	242,122	75,000	-	317,122	-	-	-	317,122
1744	Utility Undergrounding In Lieu	383,397	-	-	383,397	-	-	-	383,397
1745	General Plan Update Fees	111,068	12,000	-	123,068	55,000	-	55,000	68,068
1746	Housing Trust Fund	555,708	-	-	555,708	-	-	-	555,708
1748	Public-Education-Gov't Fees (PEG)	122,059	35,000	-	157,059	-	-	-	157,059
	Total	14,922,752	12,739,964	-	27,662,716	5,307,127	100,000	5,407,127	22,255,589
	<b><u>Capital Project Funds</u></b>								
1206	Economic Development Agency	4,841,338	1,500,000	813,849	7,155,187	232,560	-	232,560	6,922,627
1250 & 51	Successor Agency Bond Proceeds	12,746,325	125,000	-	12,871,325	75,000	-	75,000	12,796,325
1252	2014 Lease Revenue Refunding Bond Proceeds	651	-	-	651	-	-	-	651
1253	2021 Lease Revenue Refunding Bond Proceeds	42,596,237	50,000	-	42,646,237	1,093,945	-	1,093,945	41,552,292
1743	PUC CalTrans Reimbursement Fund	262,502	-	-	262,502	-	-	-	262,502
	Total	60,447,053	1,675,000	813,849	62,935,902	1,401,505	-	1,401,505	61,534,397
	<b><u>Special Assessment Funds</u></b>								
1601	Community Facilities District 2011-1	247,068	170,592	-	417,660	170,092	-	170,092	247,568
1602	Community Facilities District 2011-2	117,961	49,599	-	167,560	49,349	-	49,349	118,211
	Total	365,029	220,191	-	585,220	219,441	-	219,441	365,779
	<b><u>Debt Service Funds</u></b>								
1302	2014 Refunding Bonds	-	2,587,763	-	2,587,763	2,587,763	-	2,587,763	-
1303	2021 Lease Revenue Bonds	-	2,397,413	-	2,397,413	2,397,413	-	2,397,413	-
1304	Pension Obligation Bonds	-	4,437,327	-	4,437,327	4,437,327	-	4,437,327	-
	Total	-	9,422,503	-	9,422,503	9,422,503	-	9,422,503	-
	<b><u>Enterprise Funds</u></b>								
1501 & 03	Sewer Operating Fund	2,885,596	5,515,000	-	8,400,596	5,311,858	-	5,311,858	3,088,738
1502	Sewer Replacement Fund	2,439,667	234,000	-	2,673,667	1,000	-	1,000	2,672,667
	Total	5,325,263	5,749,000	-	11,074,263	5,312,858	-	5,312,858	5,761,405
	<b><u>Reserve Funds</u></b>								
	Reserve Funds	27,688,706	(1) -	3,000,000	30,688,706	620,455	-	620,455	30,068,251
	Total	27,688,706	-	3,000,000	30,688,706	620,455	-	620,455	30,068,251
	<b>TOTAL - ALL FUNDS</b>	<b>116,705,712</b>	<b>69,175,985</b>	<b>3,913,849</b>	<b>189,795,546</b>	<b>57,896,276</b>	<b>3,913,849</b>	<b>61,810,125</b>	<b>127,985,421</b>

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2021-22 midyear general fund approved amounts.

**TRANSFERS IN AND OUT DETAILED DESCRIPTIONS  
SOURCES & USES STATEMENT**

<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>AMOUNT</u></b>	<b><u>PURPOSE</u></b>
Traffic Safety	General Operating Fund	\$ 100,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.
General Fund	Gold Line Betterment Special Reserve Fund	\$1,250,000	Establishment of the Gold Line Betterment Special Reserve Fund.
General Fund	Street Maintenance Special Reserve Fund	\$1,250,000	Establishment of the Street Maintenance Special Reserve Fund.
General Fund	Homelessness Advocacy Special Reserve Fund	\$ 500,000	Establishment of the Homelessness Advocacy Special Reserve Fund.
General Fund	Economic Development Asset Fund	\$ 785,229	Provide funding for real property acquisition.
<b>TOTAL</b>		<b><u>\$3,885,229</u></b>	

# **CITY OF MONTCLAIR FISCAL YEAR 2023-24 BUDGET**

## **FUND DESCRIPTIONS**

Unlike the private sector, governmental budgeting and financial reporting is based upon fund accounting. A fund is a "fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations." Not all governmental funds are required to be budgeted; some are small or don't receive annual revenue and/or expenditures. All significant operations of the City are included in this budget; however, for those accounting funds that are not present expenditures will be approved by the governing board.

### **BASIS OF ACCOUNTING**

The budgets of the City's governmental funds (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) are prepared on a modified accrual basis and flow of financial resources principle where revenues are realized only if they are converted into cash within the budget cycle or sixty days thereafter, and expenditures are recorded when incurred and payable from available financial resources.

Budgets for the City's proprietary fund (Sewer Fund) are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred.

Below are descriptions for the funds included in the City's Budget.

### **GOVERNMENTAL FUNDS**

#### **GENERAL FUND**

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Typically, the general fund is the primary operating fund of a governmental entity. The General Fund has two components, the Operating Fund (1001) and various reserve funds.

Major revenue sources include property taxes, sales tax, and utility users tax. Detail information related to revenue sources is included in the Statement of Estimated Revenues and related notes thereto.

The City Council has established minimum threshold target policies for the City's General Operating Fund. The policy sets a target level of available funding at \$6.0 million which should be comprised of assets that are available for immediate appropriation, i.e., current financial resources. Use of monies present in this fund requires specific authorization from the City Council.

For the reserve component, monies are segregated (assigned) into separate individual funds which represent the reserve portion of the General Fund. These provide future resources to fund those activities. The total fund equity of the General Fund is composed of the operating portion and these reserves.

#### **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Like the general fund, the budget for a special revenue fund includes only those revenues which are expected to be received in the current fiscal year or shortly thereafter, and expenditures are recognized only if they are expected to be liquidated with current financial resources.

**Gas Tax Fund and SB1 Fund (1102 & 1103)** Gas Tax monies allocated to local governments in accordance with California Streets and Highways Code Sections 2032, 2105, 2106, 2107 and 2107.5 are required to be deposited in a special revenue fund. By law, the funds are restricted to expenditures for the construction, improvement and maintenance of the public streets and roads system.

**Measure I Fund (1104)** San Bernardino County voters approved passage of Measure I authorizing the San Bernardino County Transportation Authority to impose a one-half cent sales tax to finance transportation improvement and traffic management programs. Cities are apportioned the "local share" of Measure I monies on a per capita basis and in accordance with a transportation plan and capital improvement program adopted by the local jurisdiction. Cities may also receive funding for regional projects pursuant to San Bernardino County Transportation Authority's (SBCTA) five-year and twenty-year plans. In the past, Montclair was allocated regional monies for the Montclair Multi-Modal Transit Center and the Monte Vista Avenue Extension projects.

**Traffic Safety Fund (1110)** Vehicle Code Section 42200 provides that fines and forfeitures which a city receives as a result of arrests by city officers for Vehicle Code violations must be deposited in a special fund entitled the "Traffic Safety Fund." Monies credited to the Traffic Safety Fund can only be used for traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges and culverts within the city. Monies deposited to the fund cannot be used to pay police officer salaries. It is City policy to transfer all Traffic Safety Fund revenues at year-end to the General Fund as expenditures there, for the above prescribed uses, far exceed the annual revenues of the Traffic Safety Fund.

**Disability Access Fund – Business License (1112)** SB 1186 imposed, on and after January 1, 2013, and until December 31, 2018, an additional state fee of \$1 on business licenses for the purposes of increasing disability access and compliance with construction-related accessibility requirements and developing educational resources for businesses to facilitate compliance with federal and state disability laws, as specified. The monies collected are divided between the local entity that collected the monies and the Division of the State Architect, pursuant to specified percentages.

**Park Maintenance Fund (1130)** Park development monies collected cannot be used for maintenance of parks. However, additional revenues collected from cell tower rentals, etc. are not restricted. This fund accounts for these additional monies and their uses for maintenance of parks within the City.

**"Quimby" Park Development Fund (1131)** Government Code Section 66477 provides that a city may, by ordinance, require the dedication of land or impose an in-lieu fee for park and/or recreational purposes as a condition for new residential development. Resolution No. 824, adopted in October 1982, established the current land dedication and in-lieu fees imposed upon new residential development in Montclair.

**C.D.B.G. Fund (1132)** The Federal Community Development Block Grant (CDBG) program provides cities with grant monies which generally must be expended for essential community development and housing purposes. Montclair receives its share of CDBG monies via the San Bernardino County's Department of Economic and Community Development in accordance with a cooperation agreement.

**Air Quality Improvement Trust Fund (1135)** In September 1990, Assembly Bill 2766 was signed into law which provided for an increase in the motor vehicle registration fee for the purpose of financing programs designed to reduce mobile source air pollution. Cities are allocated approximately 40 percent of the revenues collected, provided a resolution has been adopted setting forth the city's intention to spend the monies on air pollution reduction programs which are consistent with the California Clean Air Act of 1988, or with a plan proposed pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code.

**Older Americans Act Fund – Senior Nutrition Fund (1138)** The Older Americans Act of 1965 provides for assistance to state and local agencies to develop social supportive services to meet the needs of older persons. Montclair receives grant monies pursuant to the Act via contract with the County of San Bernardino. The funds are used to help pay for health care services in the Medical Clinic for senior citizens, ages 60 and over, for "Senior Sitter", a program to provide in-home supportive services, and the senior nutritional meals program.

**State Asset Forfeiture Fund (1140)** State law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Monies distributed to Montclair pursuant to the asset forfeiture laws may only be used for law enforcement programs.

**Prop 30/AB 109 (1141)** Proposition 30, passed in November of 2012, provides local law enforcement with a portion of a State income tax increase which is to be utilized for costs associated with parolees and probationers.

**Public Safety Fund (1143)** Passage of Proposition 172, in November 1993, provided for a one-half cent sales tax to be distributed to local governments for public safety expenditures. Cities in San Bernardino County are allocated a portion of the tax based upon their proportionate share of the net property tax loss resulting from the State's Budget. Current law provides that cities must maintain expenditure levels to be allocated Proposition 172 monies.

**Federal Asset Forfeiture Fund – DOJ (1144) & Treasury (1147)** Federal law generally provides for the confiscation of money and property arising from the manufacture or sale of illegal controlled substances. Monies distributed to the City are pursuant to the asset forfeiture laws and are only available for purposes of financing the Police Department's annual budget. Current law requires that Federal asset forfeiture monies received from the Department of Justice be segregated from forfeiture monies received from the United States Treasury Department and all other resources of the Police Department, including monies/assets received pursuant to State asset forfeiture laws.

**State Forfeiture – 15% set-aside (1146)** Health & Safety Code Section 11489 provides that fifteen percent of State asset forfeiture monies/assets be deposited to a special fund which shall be used for the sole purpose of funding programs designed to combat drug abuse and divert gang activity. The monies deposited to this fund shall not be used to supplant any state or local funds that would normally be used for the same purpose.

**School District Grant Fund (1148)** The Ontario-Montclair School District finances a portion of the salaries and benefits for the Drug Abuse Resistance Effort (D.A.R.E.) officer through its annual agreement with the City. Prior to Fiscal Year 2002-03, Chaffey Joint Union High School District has financed a portion of salaries and benefits for the Safe School Zone officers program. It is City policy to transfer all School District Grant Fund revenues upon receipt to the General Fund to offset this portion of the salaries of police officers assigned to these programs.

**Citizens Option for Public Safety (COPS) Fund (1149)** The State Budget Act of 1996 (AB 3229) added Government Code Sections 30061 et. seq. to require the State Controller to allocate funds to each county which redistributes the funds to each city that has established a supplemental law enforcement fund to be expended exclusively for police services.

**Justice Assistance Grant Fund (1150)** The U. S. Department of Justice, Bureau of Justice Assistance provides grants to local agencies that establish an advisory board that reviews the application for funding and is authorized to make nonbinding recommendations to the local government. These funds are used to supplement local agency funding.

**Penal Code Section 1202.5 Fund (1151)** The courts can order a defendant convicted of certain offenses to pay an additional fine of \$10 to be transferred to the local law enforcement agency where the offense took place. All monies collected shall implement, support, and continue local crime prevention programs.



**Recycling Block Grant Fund (1152)** The California Oil Recycling Enhancement Act provides funds to cities for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil. The California Integrated Waste Management Board has been delegated to administer the program on behalf of the State for cities.

**Homeless Housing, Assistance and Prevention Grant Program (1156)** A State of California grant program designed to provide direct assistance to cities to address the homelessness crisis throughout the state.

**After-School Program (1160)** This fund administers the After-School Program at eight local schools. Primary funding (92.5%) is provided by the Ontario-Montclair School District with the remainder of the costs covered by the City of Montclair.

**Safety Department Grant Fund (1163)** This fund segregates various grants received by the Fire and Police Departments that require specific matching and tracking of revenues and expenditures as required by the granting agency.

**OMSD Immunization Grant Fund (1164)** Ontario-Montclair School District provides funding which supports the operation of the City of Montclair Clinic.

**Human Services Grant Funds (1162; 1166 – 1169; & 1171)** These are smaller grant funds used to augment operation of various programs and projects undertaken by the Human Services Department. Current funding entities include: Healthy Communities Strategic Plan, Resource Center Grant-OMSD, Title IIIB Senior Support Services, and ASES Supplemental Grant.

**EMS Paramedic Fund (1180)** This fund accounts for revenue received in connection with a contract with the local ambulance provider and through subscription payments from residents to subsidize the expense of enhancing the Fire Department's current level of emergency medical service.

**Sewer Expansion Fee Fund (1704)** Ordinance No. 12-928 of the Montclair City Council amended the Regional Sewage Supplemental Capital Outlay Fee effective July 1, 2012. These fees are collected on new connections and ultimately will be disbursed to the IEUA upon their request. In addition to the amounts specified by IEUA, a Sanitary Sewer Expansion Fee was established. These amounts are in addition to the Capital Outlay Fee of IEUA and would be used to fund future expansions of the City of Montclair's Sewer System.

**Developer Impact Fees (Local and Regional – 1740 & 1741)** These funds segregate the amount collected from developers to fund local and regional improvements. These monies can only be used on specified approved projects and will accumulate until an amount is present to fund those projects.

**Burrtec Pavement Impact Fees (1742)** As part of the current agreement with the City's waste hauler, a fee was established to provide monies to compensate the City for a portion of its expenditures for street and road repairs.

**PUC CalTrans Reimbursement Fund (1743)** As part of the infrastructure improvement project for the Monte Vista Grade Separation, \$5,000,000 of PUC grants were obtained. This amount will be utilized to fund a portion of the costs of this project. Since these monies were a one time reimbursement of prior year costs there is no revenue budgeted. Instead this fund is utilized to account for the portion of the grade separation current costs funded with this grant.

**Utility Undergrounding In-Lieu (1744)** In lieu of performing undergrounding projects, developers can provide monies to the City for use in accomplishing future utility undergrounding projects. This fund accounts for the collection and utilizations of those monies.

**General Plan Update Fees (1745)** A portion of fees collected from developers are utilized to provide funding for updating the City's general plan and this fund accounts for those fees and the cost of these services.

**Housing Fund – (1746)** Under Redevelopment Law, inclusionary and other requirements exist for developing affordable housing. With the elimination of redevelopment, existing resources were transferred to other taxing entities. However, remaining bond proceeds and repayments under prior agreements applicable to housing developments have provided resources which will be utilized to meet these housing requirements.

**Public-Education-Gov't Fees (PEG) – (1748)** Contributions are received from cable companies to provide resources for public educational programming and equipment.

## **CAPITAL PROJECT FUNDS**

Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, Special Assessment Funds, and Trust Funds).

**Economic Development Agency Fund (1206)** Due to the elimination of the City's redevelopment agency, the City receives a property tax share of monies paid by the Successor Agency (accomplishing the liquidation of the former redevelopment agency) to the various taxing entities and from future tax increment that is redistributed to the various taxing entities in excess of enforceable obligations. Since the City will have to perform economic development utilizing its own resources in the future, these monies have been segregated for the purpose of economic development within the City.

**Successor Agency Bond Proceeds – (1250 & 1251)** Due to the elimination of the City's redevelopment agency and unspent bond proceeds could be utilized for the purpose intended with the Department of Finance approval. This approval was obtained and the proceeds will be utilized by the City for the purposes authorized in their official statements.

**2021 Lease Revenue Bond Proceeds – (1253)** Proceeds from the issuance of the 2021 Lease Revenue Bonds are held pending utilization for infrastructure projects. These monies are on deposit with a separate trustee. Major capital outlay for these projects will be budgeted separately in the City's Capital Improvement Program Budget.

## **SPECIAL ASSESSMENT FUNDS**

Special Assessment Funds are used to account for direct assessments against property owners for maintenance and future costs associated with public improvements benefiting those properties.

**Community Facilities District 2011-1 (1601)** This assessment district was established to account for the property assessments and corresponding costs associated with maintenance and public safety services provided to the Paseos and Alexan projects.

**Community Facilities District 2011-2 (1602)** This assessment district was established to account for the property assessments and corresponding costs associated with maintenance and public safety services provided to the Arrow Station project.

## **DEBT SERVICE FUNDS**

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City has three active debt service funds established for the Montclair Financing Authority Lease Revenue Refunding Bonds (Public Facilities Projects) Issue of 2014, Montclair Financing Authority Lease Revenue Bonds Issue of 2021, and Pension Obligation Bond Issue of 2021.

**2014 Lease Revenue Refunding Bonds Debt Service Fund (1302)** In November 2014, the City, through the Montclair Financing Authority, refunded the \$31,300,000 in Lease Revenue Bonds which were used for the construction of a new police station, senior center, and youth center by issuing \$45,000,000 Refunding Bonds. The additional proceeds received through this issuance were budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until October 2045.

For Fiscal Year 2023-24, the annual principal and interest lease payment is \$2,587,763, payable from General Fund resources. Internally, in prior fiscal years, the City had committed up to \$750,000 of taxes (RPTTF) it receives from the elimination of its redevelopment agency and the remainder from its transaction and use tax revenues for this debt service payment. Therefore, effective Fiscal Year 2015-16, the City had budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Agency Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. Beginning with Fiscal Year 2021-22 the City began to utilize only Measure F transaction and use tax revenues for debt service and in turn allocated the entire RPTTF revenue to the Economic Development Agency Fund. The annual principal and interest lease payments will continue to be approximately \$2.6 million dollars annually for the remaining life of this bond issue.

**2021 Lease Revenue Bonds Debt Service Fund (1303)** In October 2021, the City, through the Montclair Financing Authority, issued \$45,000,000 in Lease Revenue Bonds. The proceeds received through this issuance are budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until April 2051.

For Fiscal Year 2023-24, the annual principal and interest lease payment is \$2,397,413, payable from General Fund resources. As part of the bond issuance process, the City's Measure L transaction and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2021-22, the City has budgeted only Measure L transaction and use taxes in excess of the annual debt service requirement in the General Operating Fund and has budgeted the remainder of these taxes in the 2021 Lease Revenue Bonds Debt Service Fund. The annual principal and interest lease payments will continue to be approximately \$2.4 million dollars annually for the remaining life of this bond issue.

**2021 Pension Obligation Bonds Debt Service Fund (1304)** In October 2021, the City issued \$62,190,000 in Pension Obligation Bonds. The proceeds received through this issuance were utilized to pay off the CalPERS Unfunded Accrued Liabilities (UAL). This action committed the City to make annual lease payments until June 2041.

For Fiscal Year 2023-24, the annual principal and interest lease payment is \$4,437,327, payable from General Fund resources. As part of the bond issuance process, the City's sales and use tax was designated to be the source of funding to accomplish this repayment. Therefore, effective Fiscal Year 2021-22, the City has budgeted only sales and use taxes in excess of the annual debt service requirement in the General Operating Fund and has budgeted the remainder of these taxes in the 2021 Pension Obligation Debt Service Fund. The annual principal and interest payments will continue to be approximately \$4.4 million dollars annually for the remaining life of this bond issue.

## ***PROPRIETARY FUNDS***

### **ENTERPRISE FUNDS**

Enterprise funds are used to account for the operations of programs which are primarily financed by user fees. Because the determination of net income is essential, enterprise fund accounting is based on the measurement of all economic resources, including the depreciation of fixed assets.

**Sewer Maintenance Fund (1501, 1502 & 1503)** The Sewer Maintenance Fund was established to account for all activities related to the repair and maintenance of the City's sewer system. In addition, interest earnings on sewer connection fees due the Inland Empire Utilities Agency have been allocated to the fund to provide for sewer main construction in accordance with the City's capital improvement program.

## ***FIDUCIARY FUNDS***

### **TRUST AND AGENCY FUNDS**

Trust and agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governments units, and/or other funds. The City uses expendable trust funds to account for assets, generally transferred in from the General Fund, which have been earmarked for specific programs. Since these amounts are held in trust and do not represent revenue, these are not included in the attached operational budget of the City of Montclair.

**Inland Empire Utility Agency Fund (1703)** A portion of the Sewer connection fees collected by the City from its commercial and residential customers relates to a Capital Outlay Fee assessed by the Inland Empire Utility Agency (IEUA). These monies are held by the City in trust and are payable to IEUA upon their demand.

**Asset Seizure Fund (1745)** Financial resources seized during criminal investigations, etc. are held in trust in this fund awaiting disbursement instructions from the courts. Once received, amounts seized together with interest earning will be disbursed to the respective parties which could also include the City of Montclair.

*Revenues*

**CITY OF MONTCLAIR**  
**SUMMARY SCHEDULE OF REVENUE BY FUND**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

		2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease)
<b>GENERAL FUND</b>							
1001	GENERAL FUND	43,455,846	40,059,369	20,757,703	39,732,869	39,369,327	(690,042)
<b>SPECIAL REVENUE FUNDS</b>							
1102	GAS TAX FUND	941,551	1,160,813	673,970	1,160,813	1,090,496	(70,317)
1103	ROAD MAINT REHAB FUND - SECT 2032	856,424	1,023,795	546,609	1,023,795	942,426	(81,369)
1104	MEASURE I FUND	1,004,727	910,000	517,497	910,000	1,006,000	96,000
1110	TRAFFIC SAFETY FUND	109,456	90,000	39,442	59,164	90,000	-
1112	DISABILITY ACCESS FEE FUND	9,335	9,000	6,142	9,213	9,000	-
1130	PARK MAINTENANCE FUND	33,534	37,000	28,344	37,792	37,000	-
1131	PARK DEVELOPMENT FUND	5,600	385,000	1,400	385,000	383,600	(1,400)
1132	C.D.B.G. FUND	165,242	449,407	940,841	449,407	271,698	(177,709)
1134	SB2 PLANNING GRANT FUND	17,625	40,000	55,425	40,000	-	(40,000)
1135	AIR QUALITY IMPROVEMENT FUND	51,038	111,000	24,416	109,832	110,500	(500)
1137	SB COUNTY CARES ACT INFRASTRUCTURE FUND	411,874	-	434,661	-	-	-
1138	SENIOR NUTRITION FUND	225,938	200,542	96,291	144,437	199,666	(876)
1139	AMERICAN RESCUE PLAN FUND	4,794,353	4,794,353	4,794,353	4,794,353	-	(4,794,353)
1140	ASSET FORFEITURE FUND - STATE	6,920	10,300	1,913	10,300	10,150	(150)
1141	PROP 30/SB 109	124	379	-	379	100	(279)
1143	SB 509 PUBLIC SAFETY FUND	541,931	576,788	406,685	542,247	580,685	3,897
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	15,990	30,000	288,574	33,000	30,400	400
1146	STATE FORFEITURE - 15% SETASIDE	1,247	1,650	338	1,650	1,600	(50)
1147	ASSET FORFEITURE - TREASURY	40,326	30,040	11,718	30,040	30,150	110
1148	SCHOOL DISTRICT GRANT FUND	98,315	109,512	55,458	110,916	124,230	14,718
1149	COPS ELEAS GRANT	161,840	155,700	165,306	155,700	200,500	44,800
1150	LLE BLOCK GRANT FUND	15,024	58,833	-	58,833	78,162	19,329
1151	P.C. 1202.5 CRIME PREVENTION FUND	183	210	45	78	210	-
1152	RECYCLING BLOCK GRANT FUND	5,324	20,200	53,909	73,142	12,100	(8,100)
1154	BUREAU OF JUSTICE ASSISTANCE FUND	12,909	-	-	-	-	-
1155	STATEWIDE PARK DEVELOPMENT GRANT	355,610	4,781,390	18,837	4,781,390	4,762,553	(18,837)
1156	HOMELESS HOUSING ASSISTANCE PREVEN FUND	75,000	109,879	45,879	109,879	23,800	(86,079)
1157	LEAP GRANT FUND	50,210	125,000	-	125,000	-	(125,000)
1160	AFTER-SCHOOL PROGRAM GRANT FUND	1,487,665	1,503,207	1,114,519	1,503,207	2,265,588	762,381
1162	CITY OF HOPE	-	-	-	-	1,000	1,000
1163	SAFETY DEPARTMENT GRANT FUND	61,229	17,275	32,048	17,275	18,000	725
1167	RESOURCE CENTER GRANT (OMSD)	28,500	28,500	28,500	28,500	-	(28,500)
1168	TITLE IIIB SR SUPPORT SERVICES	31,555	40,000	17,283	40,000	40,000	-
1169	HEALTHY COMMUNITIES STRATEGIC PLAN	-	16,451	-	16,451	15,701	(750)
1171	ASES SUPPLEMENTAL GRANT FUND	141,105	125,000	98,739	125,000	-	(125,000)

**CITY OF MONTCLAIR**  
**SUMMARY SCHEDULE OF REVENUE BY FUND**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

		2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease)
1180	E.M.S. - PARAMEDIC FUND	45,642	47,850	27,408	36,982	46,850	(1,000)
1181	CONTRIBUTIONS/DONATIONS FUND	-	500	-	500	500	-
1704	SEWER EXPANSION FEE FUND	253,101	52,500	16,687	24,749	51,000	(1,500)
1740	DEVELOPER IMPACT FEES - LOCAL	26,896	100,000	109,802	100,000	100,000	-
1741	DEVELOPER IMPACT FEES - REGION	60,978	200,000	247,899	200,000	100,000	(100,000)
1742	BURRTEC PAVEMENT IMPACT FEES	76,393	75,000	38,799	77,598	75,000	-
1744	UTILITY UNDERGROUNDING IN-LEIU	-	-	42,880	-	-	-
1745	GENERAL PLAN UPDATE FEES	11,501	12,000	9,939	13,252	12,000	-
1746	HOUSING TRUST FUND	-	-	-	-	-	-
1748	PUBLIC-EDUCATION-GOV'T FEES (PEG)	37,054	30,000	26,654	35,539	35,000	5,000
<u>CAPITAL PROJECTS FUNDS</u>							
1206	ECONOMIC DEVELOPMENT FUND	1,813,484	1,050,000	914,011	1,050,000	1,500,000	450,000
1250/51	SA BOND PROCEEDS	49,634	75,000	110,864	75,000	125,000	50,000
1253	2021 LEASE REVENUE BOND PROCEEDS	13,520	90,000	-	90,000	50,000	(40,000)
<u>SPECIAL ASSESSMENT FUNDS</u>							
1601	CFD 2011-1 (Maint-PubSafety) FUND	140,780	155,129	77,313	155,129	170,592	15,463
1602	CFD 2011-2 (Maint-PubSafety) FUND	41,116	45,111	24,713	45,111	49,599	4,488
<u>DEBT SERVICE FUND</u>							
1302	2014 REFUNDING BONDS	2,564,967	2,587,763	1,687,813	2,587,473	2,587,763	-
1303	2021 LEASE REVENUE BONDS	871,244	2,394,413	2,394,413	2,394,413	2,397,413	3,000
1304	PENSION OBLIGATION BONDS	914,144	4,437,813	4,437,813	4,437,813	4,437,327	(486)
<u>ENTERPRISE FUND</u>							
1501	SEWER OPERATING FUND	5,487,630	5,012,000	3,581,465	4,781,287	5,515,000	503,000
1502	SEWER REPLACEMENT FUND	220,786	237,500	-	237,500	234,000	(3,500)
<u>RESERVE FUNDS</u>							
GENERAL FUND RESERVES		9,000	-	8,608	-	-	-
<b>TOTAL REVENUE - ALL FUNDS</b>		<b>67,851,420</b>	<b>73,613,172</b>	<b>45,013,926</b>	<b>72,962,008</b>	<b>69,191,686</b>	<b>(4,421,486)</b>



**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
<b>GENERAL FUND - 1001</b>							
Taxes							
Property - Secured	3,167,630	3,500,000	1,840,162		3,200,000	3,200,000	(300,000)
Property - Unsecured	107,650	225,000	202,940		225,000	200,000	(25,000)
Property Tax in Lieu of VLF (HdL)	4,379,049	4,641,474	2,320,737		4,641,474	4,892,577	251,103
Sales & Use (HdL)	15,672,459	12,183,114	4,790,063		12,183,114	11,543,466	(639,648)
Transaction & Use Tax Measure "F" (HdL)	275,253	208,891	-		208,891	185,237	(23,654)
Transaction & Use Tax Measure "L" (HdL)	10,179,900	8,668,030	4,303,324		8,668,030	8,676,587	8,557
Prop Tax Pass Thru from SRED	413,825	400,000	181,956		400,000	400,000	-
Transient Occupancy	80,059	75,000	36,134		75,000	75,000	-
Document Transfer	162,354	180,000	109,298		180,000	185,000	5,000
Franchise	857,255	800,000	213,569		800,000	850,000	50,000
Business License	864,987	850,000	677,344		850,000	875,000	25,000
Utility Users	1,941,213	1,900,000	1,563,783		1,900,000	2,000,000	100,000
Total Taxes	38,101,634	33,631,509	16,239,310		33,331,509	33,082,867	(548,642)
Licenses and Permits							
Alarm Permits	1,000	1,100	500		1,100	1,000	(100)
Building Permits	389,329	600,000	442,456		600,000	450,000	(150,000)
Moving Permits	10,600	10,000	5,750		10,000	10,000	-
Yard Sale Permits	-	-	20		-	-	-
Construction Permits	114,475	105,000	94,388		105,000	105,000	-
Encroachment Permits	385	300	70		300	300	-
Gun Dealer Permits	-	25	25		25	25	-
Total Licenses and Permits	515,789	716,425	543,209		716,425	566,325	(150,100)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	45,746	46,000	39,015		40,000	40,000	(6,000)
Property Tax Loss Relief	23,293	25,000	10,737		25,000	25,000	-
Police Officer Training Reimbursement	29,346	25,000	35,538		25,000	25,000	-
SB 90 Claim Reimbursement	35,784	40,000	22,091		40,000	35,000	(5,000)
OES Reimbursements	1,184	130,000	127,839		130,000	130,000	-
Greyhound Transcenter Lease	32,200	21,600	16,200		21,600	21,600	-
Total Intergovernmental Revenues	167,553	287,600	251,420		281,600	276,600	(11,000)

**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures							
Court Fines	42,616	40,000	17,856		40,000	40,000	-
Parking Citations	227,653	225,000	109,386		225,000	175,000	(50,000)
False Alarms	15,000	16,000	11,950		16,000	16,000	-
Restitution	1,973	2,000	480		2,000	2,000	-
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,665	1,700	1,320		1,700	1,700	-
Vehicle Release Fees	52,350	60,000	41,850		60,000	60,000	-
Administrative Citations	3,970	900	-		900	900	-
OPTS Vehicle Impound Fees	43,968	55,000	32,910		55,000	50,000	(5,000)
PD Citations	-	900	-		900	900	-
PW/CD Citations	-	200	-		200	200	-
Total Fines and Forfeits	389,195	402,200	215,752		402,200	347,200	(55,000)
Charges for Services							
Sale of Printed Materials	652	1,000	607		1,000	1,000	-
Special Police Services	9,807	10,000	5,075		10,000	10,000	-
Fingerprints	(3,184)	-	(1,499)		-	-	-
Fire Department Service Fees	18,250	25,000	14,728		25,000	20,000	(5,000)
Credit Card Convenience Fee	5,024	5,000	3,922		5,000	5,000	-
Rubbish Collection Fees	3,094,203	3,000,000	2,226,346		3,000,000	3,100,000	100,000
General Sanitation Fee	-	400,000	197,397		400,000	400,000	-
Burrtec Contract Maintenance Fee	145,833	250,000	(93,750)		250,000	250,000	-
Zoning/Subdivision Fees	128,173	50,000	37,000		50,000	50,000	-
Plan Checking Fees	303,708	400,000	557,871		400,000	400,000	-
Recreation Fees	5	1,000	500		1,000	1,000	-
Service Center Fees	225	225	-		225	225	-
Program Costs - Reimbursed	1,300	20,000	14,850		20,000	20,000	-
Country Fair Jamboree	21,623	13,000	-		13,000	13,000	-
Human Services Classes	-	1,500	900		1,500	1,500	-
Total Charges for Services	3,725,619	4,176,725	2,963,947		4,176,725	4,271,725	95,000

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue							
Interest Income	47,805	350,000	185,832		350,000	350,000	-
Library Rentals	67,026	68,000	50,823		68,000	68,000	-
Cash Over/Short	(32)	10	(67)		10	10	-
Police Auction	-	5,000	-		5,000	5,000	-
Reimbursed Expenditures	52,247	50,000	41,803		50,000	50,000	-
Special Event Reimbursement	-	-	-		-	500	500
Emergency Response Reimb	25,308	25,000	20,599		25,000	25,000	-
Donations & Contributions	-	500	-		500	500	-
Senior Birthday Donations	1,250	500	-		500	500	-
Subpoena Witness Reimbursement	-	400	-		400	400	-
Pulice Lot Rent Agreement	36,000	36,000	3,000		-	-	(36,000)
Cell Tower Rental	122,086	140,000	101,516		140,000	140,000	-
Other Miscellaneous Revenue	195,219	160,000	134,056		175,000	175,000	15,000
Police Range Revenue	8,175	7,500	5,325		7,500	7,500	-
Youth Center Snacks	972	500	524		1,000	1,000	500
Basketball Snacks	-	1,500	654		1,500	1,200	(300)
Total Miscellaneous Revenue	556,056	844,910	544,065		824,410	824,610	(20,300)
<b>TOTAL - 1001</b>	<b>43,455,846</b>	<b>40,059,369</b>	<b>20,757,703</b>		<b>39,732,869</b>	<b>39,369,327</b>	<b>(690,042)</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
<b>GAS TAX FUND - 1102</b>							
Section 2106	142,647	158,806	95,992		158,806	156,042	(2,764)
Section 2107	261,689	349,027	199,484		349,027	300,006	(49,021)
Section 2107.5	6,000	6,000	6,000		6,000	6,000	-
Section 2103 - Fuel Tax Swap	312,234	390,000	224,885		390,000	377,179	(12,821)
Section 2105	218,981	255,480	147,609		255,480	249,769	(5,711)
Interest Income	-	1,500	-		1,500	1,500	-
<b>TOTAL - 1102</b>	<b>941,551</b>	<b>1,160,813</b>	<b>673,970</b>		<b>1,160,813</b>	<b>1,090,496</b>	<b>(70,317)</b>
<b>ROAD MAINT REHABILITATION - 1103</b>							
Section 2032 Road Maint Rehab	789,569	902,623	489,256		902,623	940,926	38,303
SB1 - San Antonio Creek Trail	65,360	116,172	57,353		116,172	-	(116,172)
Interest Income	1,495	5,000	-		5,000	1,500	(3,500)
<b>TOTAL - 1103</b>	<b>856,424</b>	<b>1,023,795</b>	<b>546,609</b>		<b>1,023,795</b>	<b>942,426</b>	<b>(81,369)</b>
<b>MEASURE I FUND - 1104</b>							
Measure I Sales - Local	998,942	900,000	517,497		900,000	1,000,000	100,000
Interest Income	5,785	10,000	-		10,000	6,000	(4,000)
<b>TOTAL - 1104</b>	<b>1,004,727</b>	<b>910,000</b>	<b>517,497</b>		<b>910,000</b>	<b>1,006,000</b>	<b>96,000</b>
<b>TRAFFIC SAFETY FUND - 1110</b>							
C.V.C. Parking Citations	74,062	60,000	26,565	8.0	39,848	60,000	-
Other C.V.C. Fines	35,394	30,000	12,877	8.0	19,316	30,000	-
<b>TOTAL - 1110</b>	<b>109,456</b>	<b>90,000</b>	<b>39,442</b>		<b>59,164</b>	<b>90,000</b>	<b>-</b>
<b>DISABILITY ACCESS FEE FUND - 1112</b>							
Disability Access Fee	9,335	9,000	6,142	8.0	9,213	9,000	-
<b>TOTAL - 1112</b>	<b>9,335</b>	<b>9,000</b>	<b>6,142</b>		<b>9,213</b>	<b>9,000</b>	<b>-</b>
<b>PARK MAINTENANCE FUND - 1130</b>							
Cellular Antenna Site Rental	33,534	37,000	28,344	9.0	37,792	37,000	-
<b>TOTAL - 1130</b>	<b>33,534</b>	<b>37,000</b>	<b>28,344</b>		<b>37,792</b>	<b>37,000</b>	<b>-</b>

**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
<b>PARK DEVELOPMENT FUND - 1131</b>							
"Quimby Act" Fees	5,600	385,000	1,400		385,000	383,600	(1,400)
<b>TOTAL - 1131</b>	<b>5,600</b>	<b>385,000</b>	<b>1,400</b>		<b>385,000</b>	<b>383,600</b>	<b>(1,400)</b>
<b>C.D.B.G. FUND - 1132</b>							
CDBG Revenue	165,242	423,164	940,841		423,164	271,698	(151,466)
CDBG-CV Revenue	-	26,243	-		26,243	-	(26,243)
CDBG-CV3 Revenue	-	-	-		-	-	-
<b>TOTAL - 1132</b>	<b>165,242</b>	<b>449,407</b>	<b>940,841</b>		<b>449,407</b>	<b>271,698</b>	<b>(177,709)</b>
<b>SB2 PLANNING GRANT FUND - 1134</b>							
SB2 Planning Grant	17,625	40,000	55,425		40,000	-	(40,000)
<b>TOTAL - 1134</b>	<b>17,625</b>	<b>40,000</b>	<b>55,425</b>		<b>40,000</b>	<b>-</b>	<b>(40,000)</b>
<b>AIR QUALITY IMPROVEMENT FUND - 1135</b>							
AB 2766 Motor Vehicle Fees	50,875	50,000	24,416	6.0	48,832	50,000	-
AB 2766 Discretionary Fund	-	60,000	-		60,000	60,000	-
Interest Income	163	1,000	-		1,000	500	(500)
<b>TOTAL - 1135</b>	<b>51,038</b>	<b>111,000</b>	<b>24,416</b>		<b>109,832</b>	<b>110,500</b>	<b>(500)</b>
<b>SB COUNTY CARES ACT INFRASTRUCTURE FUND - 1137</b>							
SB County Cares Act Infrastructure	411,874	-	434,661		-	-	-
<b>TOTAL - 1137</b>	<b>411,874</b>	<b>-</b>	<b>434,661</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>SENIOR NUTRITION FUND - 1138</b>							
Nutritional Meals IIC1/NSIP	177,591	161,542	72,642	8.0	108,963	160,666	(876)
Contributions/Donations	48,347	39,000	23,649	8.0	35,474	39,000	-
<b>TOTAL - 1138</b>	<b>225,938</b>	<b>200,542</b>	<b>96,291</b>		<b>144,437</b>	<b>199,666</b>	<b>(876)</b>
<b>AMERICAN RESCUE PLAN FUND - 1139</b>							
American Rescue Plan	4,794,353	4,794,353	4,794,353		4,794,353	-	(4,794,353)
<b>TOTAL - 1139</b>	<b>4,794,353</b>	<b>4,794,353</b>	<b>4,794,353</b>		<b>4,794,353</b>	<b>-</b>	<b>(4,794,353)</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
<b>FORFEITURE FUND - STATE - 1140</b>							
Forfeited Money/Property	6,773	10,000	1,913		10,000	10,000	-
Interest Income	147	300	-		300	150	(150)
<b>TOTAL - 1140</b>	<b>6,920</b>	<b>10,300</b>	<b>1,913</b>		<b>10,300</b>	<b>10,150</b>	<b>(150)</b>
<b>PROP 30/AB 109 FUND - 1141</b>							
Prop 30/AB 109	-	-	-		-	-	-
Interest Income	124	379	-		379	100	(279)
<b>TOTAL - 1141</b>	<b>124</b>	<b>379</b>	<b>-</b>		<b>379</b>	<b>100</b>	<b>(279)</b>
<b>PUBLIC SAFETY FUND - 1143</b>							
Proposition 172 Sales Tax	541,931	576,788	406,685	9.0	542,247	580,685	3,897
<b>TOTAL - 1143</b>	<b>541,931</b>	<b>576,788</b>	<b>406,685</b>		<b>542,247</b>	<b>580,685</b>	<b>3,897</b>
<b>FEDERAL ASSET FORFEITURE FUND - DOJ - 1144</b>							
Forfeited Money/Property	15,605	30,000	288,574		30,000	30,000	-
Interest Income	385	-	-		3,000	400	400
<b>TOTAL - 1144</b>	<b>15,990</b>	<b>30,000</b>	<b>288,574</b>		<b>33,000</b>	<b>30,400</b>	<b>400</b>
<b>STATE FORFEITURE - 15% SETASIDE - 1146</b>							
Forfeited Money	1,195	1,500	338		1,500	1,500	-
Interest Income	52	150	-		150	100	(50)
<b>TOTAL - 1146</b>	<b>1,247</b>	<b>1,650</b>	<b>338</b>		<b>1,650</b>	<b>1,600</b>	<b>(50)</b>
<b>FED ASSET FORFEITURE-TREASURY - 1147</b>							
Treasury-Fed Forfeitures	40,162	30,000	11,718		30,000	30,000	-
Interest Income	164	40	-		40	150	110
<b>TOTAL - 1147</b>	<b>40,326</b>	<b>30,040</b>	<b>11,718</b>		<b>30,040</b>	<b>30,150</b>	<b>110</b>
<b>SCHOOL DISTRICT GRANT FUND - 1148</b>							
ChaffeyHSD Reimb. - Safe Schools	98,315	109,512	55,458	6.0	110,916	124,230	14,718
<b>TOTAL - 1148</b>	<b>98,315</b>	<b>109,512</b>	<b>55,458</b>		<b>110,916</b>	<b>124,230</b>	<b>14,718</b>

**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
<b>STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149</b>							
Citizens Option for Public Safety	161,330	155,000	165,306		155,000	200,000	45,000
Interest Income	510	700	-		700	500	(200)
<b>TOTAL - 1149</b>	<b>161,840</b>	<b>155,700</b>	<b>165,306</b>		<b>155,700</b>	<b>200,500</b>	<b>44,800</b>
<b>LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150</b>							
Law Enforcement Block Grant	15,005	58,733	-		58,733	78,062	19,329
Interest Income	19	100	-		100	100	-
<b>TOTAL - 1150</b>	<b>15,024</b>	<b>58,833</b>	<b>-</b>		<b>58,833</b>	<b>78,162</b>	<b>19,329</b>
<b>P.C. 1202.5 CRIME PREVENTION FUND - 1151</b>							
P.C. 1202.5 Fines	180	200	45	8.0	68	200	-
Interest Income	3	10	-		10	10	-
<b>TOTAL - 1151</b>	<b>183</b>	<b>210</b>	<b>45</b>		<b>78</b>	<b>210</b>	<b>-</b>
<b>RECYCLING BLOCK GRANT FUND - 1152</b>							
Used Oil Block Grant	(4,870)	10,000	967		10,000	6,000	(4,000)
SB 1383 Recycling Grant	-	-	52,942		52,942	-	
Beverage Recycling Grant	10,099	10,000	-		10,000	6,000	(4,000)
Interest Income	95	200	-		200	100	(100)
<b>TOTAL - 1152</b>	<b>5,324</b>	<b>20,200</b>	<b>53,909</b>		<b>73,142</b>	<b>12,100</b>	<b>(8,100)</b>
<b>BUREAU OF JUSTICE ASSISTANCE FUND - 1154</b>							
Bureau of Justice Assistance Grant	12,909	-	-		-	-	-
<b>TOTAL - 1154</b>	<b>12,909</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>STATEWIDE PARK DEVELOPMENT GRANT - 1155</b>							
Statewide Park Development Grant	355,610	4,781,390	18,837		4,781,390	4,762,553	(18,837)
<b>TOTAL - 1155</b>	<b>355,610</b>	<b>4,781,390</b>	<b>18,837</b>		<b>4,781,390</b>	<b>4,762,553</b>	<b>(18,837)</b>



**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
<b>HOMELESS HOUSING ASSISTANCE PREVEN - 1156</b>							
Homeless Housing Assist Preven Grant	75,000	109,879	45,879		109,879	23,800	(86,079)
<b>TOTAL - 1156</b>	<b>75,000</b>	<b>109,879</b>	<b>45,879</b>		<b>109,879</b>	<b>23,800</b>	<b>(86,079)</b>
<b>LEAP GRANT FUND - 1157</b>							
LEAP Grant	50,210	125,000	-		125,000	-	(125,000)
<b>TOTAL - 1157</b>	<b>50,210</b>	<b>125,000</b>	<b>-</b>		<b>125,000</b>	<b>-</b>	<b>(125,000)</b>
<b>AFTER-SCHOOL PROGRAM GRANT FUND - 1160</b>							
After School Program	1,487,665	1,503,207	1,114,519		1,503,207	2,265,588	762,381
<b>TOTAL - 1160</b>	<b>1,487,665</b>	<b>1,503,207</b>	<b>1,114,519</b>		<b>1,503,207</b>	<b>2,265,588</b>	<b>762,381</b>
<b>CITY OF HOPE GRANT - 1162</b>							
City of Hope Grant	-	-	-		-	1,000	1,000
<b>TOTAL - 1162</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>SAFETY DEPARTMENT GRANTS - 1163</b>							
OTS Grant Programs	8,301	-	-		-	-	-
Homeland Security Grant Programs	14,577	17,275	32,048		17,275	18,000	725
COP Grant Programs	-	-	-		-	-	-
DOT Grant Programs	38,351	-	-		-	-	-
AFG Grant Programs	-	-	-		-	-	-
<b>TOTAL - 1163</b>	<b>61,229</b>	<b>17,275</b>	<b>32,048</b>		<b>17,275</b>	<b>18,000</b>	<b>725</b>
<b>RESOURCE CENTER GRANTS - 1167</b>							
Resource Center OMSD Revenue	28,500	28,500	28,500		28,500	-	(28,500)
<b>TOTAL - 1167</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>		<b>28,500</b>	<b>-</b>	<b>(28,500)</b>
<b>TITLE IIIB SR SUPPORT SERVICES - 1168</b>							
Sr Support Svcs Title IIIB	31,555	40,000	17,283		40,000	40,000	-
<b>TOTAL - 1168</b>	<b>31,555</b>	<b>40,000</b>	<b>17,283</b>		<b>40,000</b>	<b>40,000</b>	<b>-</b>

**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
**FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

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<b>HEALTHY COMMUNITIES STRATEGIC PLAN - 1169</b>							
Healthy Communities Plan	-	16,451	-		16,451	15,701	(750)
<b>TOTAL - 1169</b>	<b>-</b>	<b>16,451</b>	<b>-</b>		<b>16,451</b>	<b>15,701</b>	<b>(750)</b>
<b>ASES SUPPLEMENTAL GRANT FUND - 1171</b>							
Supplemental Grant	141,105	125,000	98,739		125,000	-	(125,000)
<b>TOTAL - 1171</b>	<b>141,105</b>	<b>125,000</b>	<b>98,739</b>		<b>125,000</b>	<b>-</b>	<b>(125,000)</b>
<b>E.M.S. - PARAMEDIC FUND - 1180</b>							
Subscription Fees	15,240	15,000	7,540	9.0	10,053	15,000	-
Wittman Collections	28,928	30,000	19,338	9.0	25,784	30,000	-
Vehicle Fluid Recovery Program	-	350	-		350	350	-
ARS Collections	1,474	2,500	530	8.0	795	1,500	(1,000)
<b>TOTAL - 1180</b>	<b>45,642</b>	<b>47,850</b>	<b>27,408</b>		<b>36,982</b>	<b>46,850</b>	<b>(1,000)</b>
<b>CITY CONTRIBUTIONS/DONATIONS - 1181</b>							
Contributions/Donations	-	500	-		500	500	-
<b>TOTAL - 1181</b>	<b>-</b>	<b>500</b>	<b>-</b>		<b>500</b>	<b>500</b>	<b>-</b>
<b>ECONOMIC DEVELOPMENT FUND - 1206</b>							
RPTTF Property Taxes	1,813,484	1,050,000	914,011		1,050,000	1,500,000	450,000
<b>TOTAL - 1206</b>	<b>1,813,484</b>	<b>1,050,000</b>	<b>914,011</b>		<b>1,050,000</b>	<b>1,500,000</b>	<b>450,000</b>
<b>SABOND PROCEEDS - TAXABLE - 1250</b>							
Interest Income	18,453	25,000	41,593		25,000	50,000	25,000
<b>TOTAL - 1250</b>	<b>18,453</b>	<b>25,000</b>	<b>41,593</b>		<b>25,000</b>	<b>50,000</b>	<b>25,000</b>
<b>SABOND PROCEEDS - TAX EXEMPT - 1251</b>							
Interest Income	31,181	50,000	69,271		50,000	75,000	25,000
<b>TOTAL - 1251</b>	<b>31,181</b>	<b>50,000</b>	<b>69,271</b>		<b>50,000</b>	<b>75,000</b>	<b>25,000</b>
<b>2021 LEASE REVENUE BOND PROCEEDS - 1253</b>							
Interest Income	13,520	90,000	-		90,000	50,000	(40,000)
<b>TOTAL - 1253</b>	<b>13,520</b>	<b>90,000</b>	<b>-</b>		<b>90,000</b>	<b>50,000</b>	<b>(40,000)</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

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<b>2014 REFUNDING BONDS DEBT SERVICE - 1302</b>							
Transfer from Bond Proceeds/Interest Income	8	300	10		10	-	(300)
Transaction & Use Tax "F"/Debt Service	2,564,959	2,587,463	1,687,803		2,587,463	2,587,763	300
<b>TOTAL - 1302</b>	<b>2,564,967</b>	<b>2,587,763</b>	<b>1,687,813</b>		<b>2,587,473</b>	<b>2,587,763</b>	<b>-</b>
<b>2021 LEASE REVENUE BONDS DEBT SERVICE - 1303</b>							
Interest Income	-	-	-		-	-	-
Transaction & Use Tax "L"/Debt Service	871,244	2,394,413	2,394,413		2,394,413	2,397,413	3,000
<b>TOTAL - 1303</b>	<b>871,244</b>	<b>2,394,413</b>	<b>2,394,413</b>		<b>2,394,413</b>	<b>2,397,413</b>	<b>3,000</b>
<b>PENSION OBLIGATION BONDS - 1304</b>							
Sales & Use Tax/Debt Service	914,144	4,437,813	4,437,813		4,437,813	4,437,327	(486)
<b>TOTAL - 1304</b>	<b>914,144</b>	<b>4,437,813</b>	<b>4,437,813</b>		<b>4,437,813</b>	<b>4,437,327</b>	<b>(486)</b>
<b>SEWER OPERATING FUND - 1501</b>							
Sewer Maint. Fees less Expansion Fees	5,469,790	5,000,000	3,578,430	9.0	4,771,240	5,500,000	500,000
Sewer Availability Fees	4,073	6,000	3,035	9.0	4,047	5,000	(1,000)
Interest Income/Misc Revenue	13,767	6,000	-		6,000	10,000	4,000
<b>TOTAL - 1501</b>	<b>5,487,630</b>	<b>5,012,000</b>	<b>3,581,465</b>		<b>4,781,287</b>	<b>5,515,000</b>	<b>503,000</b>
<b>SEWER REPLACEMENT FUND - 1502</b>							
Sewer Expansion Fees	217,993	231,000	-		231,000	231,000	-
Interest Income	2,793	6,500	-		6,500	3,000	(3,500)
<b>TOTAL - 1502</b>	<b>220,786</b>	<b>237,500</b>	<b>-</b>		<b>237,500</b>	<b>234,000</b>	<b>(3,500)</b>
<b>CFD 2011-1 (Maint-Pub Safety) FUND - 1601</b>							
CFD 2011-1 Property Tax	140,573	154,629	77,313		154,629	170,092	15,463
Interest Income	207	500	-		500	500	-
<b>TOTAL - 1601</b>	<b>140,780</b>	<b>155,129</b>	<b>77,313</b>		<b>155,129</b>	<b>170,592</b>	<b>15,463</b>

**CITY OF MONTCLAIR**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**  
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<b>CFD 2011-2 (Maint-Pub Safety) FUND - 1602</b>							
CFD 2011-2 Property Tax	41,004	44,861	24,713		44,861	49,349	4,488
Interest Income	112	250	-		250	250	-
<b>TOTAL - 1602</b>	<b>41,116</b>	<b>45,111</b>	<b>24,713</b>		<b>45,111</b>	<b>49,599</b>	<b>4,488</b>
<b>SEWER EXPANSION FEE FUND - 1704</b>							
Sewer Expansion Fees	252,041	50,000	16,687	9.0	22,249	50,000	-
Interest Income	1,060	2,500	-		2,500	1,000	(1,500)
<b>TOTAL - 1704</b>	<b>253,101</b>	<b>52,500</b>	<b>16,687</b>		<b>24,749</b>	<b>51,000</b>	<b>(1,500)</b>
<b>DEVELOPER IMPACT FEES - LOCAL - 1740</b>							
Developer Impact Fees - Local	26,896	100,000	109,802		100,000	100,000	-
<b>TOTAL - 1740</b>	<b>26,896</b>	<b>100,000</b>	<b>109,802</b>		<b>100,000</b>	<b>100,000</b>	<b>-</b>
<b>DEVELOPER IMPACT FEES - REGIONAL - 1741</b>							
Developer Impact Fees - Regional	60,978	200,000	247,899		200,000	100,000	(100,000)
<b>TOTAL - 1741</b>	<b>60,978</b>	<b>200,000</b>	<b>247,899</b>		<b>200,000</b>	<b>100,000</b>	<b>(100,000)</b>
<b>BURRTEC PAVEMENT IMPACT FEES - 1742</b>							
Pavement Impact Fees	76,393	75,000	38,799	6.0	77,598	75,000	-
<b>TOTAL - 1742</b>	<b>76,393</b>	<b>75,000</b>	<b>38,799</b>		<b>77,598</b>	<b>75,000</b>	<b>-</b>
<b>UTILITY UNDERGROUNDING IN LIEU - 1744</b>							
Undergrounding in Lieu Fees	-	-	42,880		-	-	-
<b>TOTAL - 1744</b>	<b>-</b>	<b>-</b>	<b>42,880</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL PLAN UPDATE FEES (LP) - 1745</b>							
General Plan Update Fees	11,501	12,000	9,939	9.0	13,252	12,000	-
<b>TOTAL - 1745</b>	<b>11,501</b>	<b>12,000</b>	<b>9,939</b>		<b>13,252</b>	<b>12,000</b>	<b>-</b>

**CITY OF MONTCLAIR  
STATEMENT OF ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

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<b>HOUSING FUND - 1746</b>							
Inclusionary Housing Fees	-	-	-		-	-	-
<b>TOTAL - 1746</b>	-	-	-		-	-	-
<b>PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748</b>							
PEG fees	37,054	30,000	26,654	9.0	35,539	35,000	5,000
<b>TOTAL - 1748</b>	37,054	30,000	26,654		35,539	35,000	5,000
<b>EQUIPMENT REPLACEMENT FUND - 1750</b>							
Sale of City Property	9,000	-	8,608		-	-	-
<b>TOTAL - 1750</b>	9,000	-	8,608		-	-	-
<b>TOTAL - ALL FUNDS</b>	67,851,420	73,613,172	45,013,926		72,962,008	69,191,686	(4,421,486)

## NOTES TO THE CITY'S STATEMENT OF ACTUAL AND ESTIMATED REVENUES

Revised estimates were based upon data available at April 30, 2023.

### GENERAL FUND

#### Property Taxes - Secured

**Description:** The secured property tax is imposed on real property and personal property which is secured by real property of the same owner. Pursuant to Article 13-A of the California Constitution, the tax is imposed at a rate of \$1 per \$100 of assessed value.

**Basis for Estimate:** Estimate is based on information received from our property tax consultants.

#### Property Taxes - Unsecured

**Description:** The unsecured property tax is imposed on personal property which is not secured by the real property of the owner. Pursuant to Article 13-A of the California Constitution, the unsecured property tax rate is \$1 per \$100 of assessed value.

**Basis for Estimate:** Estimate is based upon City's share of \$1 unsecured property tax levy received in prior fiscal year.

#### Sales and Use Tax

**Description:** In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Local Sales and Use Tax Law of 1955, the State of California imposes a 7.75% sales and use tax on taxable sales in the City. The City's General Fund receives 1% of the 7.75% levy. Of the remainder 75% is allocated to SCBTA for transportation purposes, .5% is allocated to cities and counties for public safety purposes, and the remaining 5.50% is retained by the State. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Pension Obligation Bonds, is designated for this purpose.

**Basis for Estimate:** Estimate is based upon projections received from our sales tax consultants and represents the excess over debt service due on the 2021 Pension Obligation Bonds for the fiscal year.

#### Transaction and Use Tax Measure F

**Description:** On November 2, 2004, the electorate of the City approved Measure F, authorizing a 0.25 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered in the City by retailers located within the City, sold by retailers located outside the City for use in the City, retailers located outside the City but considered to be engaged in business in the City (ex: have any type of business location in City, deliver into the City using their own vehicles, or have an agent or representative in the City for the purpose of taking orders, selling, delivering, installing, or assembling) must collect the City use tax from the purchaser, sales of vehicles, vessels, or aircraft to customers who register them to an address located in the City, and lease payments received for leased property used by the lessee in the district. This tax became operative on April 1, 2005. This use tax, while not pledged specifically for use in repaying interest and principal on the 2014 Public Facilities Bonds, is designated for this purpose.

**Basis for Estimate:** Estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2014 Lease Revenue Bonds for the fiscal year.

#### Transaction and Use Tax Measure L

**Description:** On November 3, 2020, the electorate of the City approved Measure L, authorizing a 1 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered in the City by retailers located within the City, sold by retailers located outside the City for use in the City, retailers located outside the City but considered to be engaged in business in the City (ex: have any type of business location in the City, deliver into the City using their own vehicles, or have an agent or representative in the City for the purpose of taking orders, selling, delivering, installing, or assembling) must collect the City use tax from the purchaser, sales of vehicles, vessels, or aircraft to customers who register them to an address located in the City, and lease payments received for leased property used by the lessee in the district. This tax became operative on April 1, 2021. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Public Facilities Bonds, is designated for this purpose.

**Basis for Estimate:** Estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2021 Lease Revenue Bonds for the fiscal year.



**Transient Occupancy Tax**

**Description:** Pursuant to Revenue and Taxation Code Section 7280, the transient occupancy tax is imposed on the privilege of occupying a room in a hotel, inn, motel or other lodging facility unless such occupancy is for a period of more than 30 days. The City's current tax rate is 10 percent of the rent charged for the room.

**Basis for Estimate:** Estimate is based upon the City's actual collection experience for the previous fiscal year.

**Property Transfer Tax**

**Description:** The property transfer tax is imposed on the transfer of real property. Section 11901 et seq. of the Revenue and Taxation Code authorizes a tax of \$.55 per \$500 of the sales value, exclusive of any lien or encumbrance remaining at the time of sale. Taxes generated by the sale of real property in Montclair are shared equally with San Bernardino County.

**Basis for Estimate:** Estimate is based upon the City's actual collection experience for the previous fiscal year.

**Franchise Fees**

**Description:** Franchise fees are imposed on privately-owned utility companies and other businesses for the privilege of using city streets. Currently, the City collects franchise fees from Southern California Edison, Southern California Gas, Golden State Water Company, Charter Communications, Frontier, and Burretec Waste Industries, Inc.

**Basis for Estimate:** Estimate is based upon actual collection experience for the prior fiscal year.

**Business License Tax**

**Description:** The business license tax is imposed on businesses for the privilege of conducting business within the City and is regulated by Section 37101 of the Government Code and Section 16000 et seq. of the Business and Professions Code.

**Basis for Estimate:** Estimate is based upon prior year experience.

**Utility Users Tax**

**Description:** Montclair imposes a 3.89% tax on the consumers of electric, gas, water and telephone services. Very low income and low income households are exempt from the tax.

**Basis for Estimate:** Estimate is based upon prior year experience and recognizes a modest decrease.

**Building Permits**

**Description:** Building permit fees are authorized by Article XI, Section 7, of the California Constitution and Sections 17951, 19130 and 19132.3 of the Health and Safety Code. The amount of fees charged shall not exceed the reasonable costs borne by the City in issuing the permits and conducting the related enforcement program.

**Basis for Estimate:** Estimate is based upon current budget projections provided by the Building Official.

**Alarm Permits**

**Description:** Montclair requires a one-time alarm permit fee of \$25 for any person or business that has an alarm system on any premises within the City pursuant to City Ordinance No. 99-791.

**Basis for Estimate:** Estimate is based upon prior year experience.

**Construction Permits**

**Description:** Construction permits are issued to defray inspection costs related to work done on City property, including streets, curbs/gutters and sidewalks.

**Basis for Estimate:** Estimate is based upon prior year experience.

**Motor Vehicle In-Lieu Tax**

**Description:** The vehicle license fee (VLF) is an annual fee on the ownership of a registered vehicle. As part of California's 1998 budget agreement, the VLF was originally reduced by 25%, with the potential for future reductions or offsets, up to 67.5% depending on growth in the state's General Fund. Under the state's backfill plan, cities and counties were to continue receiving the same revenues as under prior law, with the reduced VLF offset replaced by the state's General Fund. This replacement component is known as the "VLF backfill." For renewals starting in calendar year 2001, vehicle owners received the maximum 67.5% reduction in vehicle license fees. As part of the state 2004 Budget, the "backfill" from the state's General Fund was replaced with County property tax monies in (ERAF funds) payable in January and May of each year.

**Basis for Estimate:** Estimate is based upon prior year experience and the indication that it will continue during the current fiscal year.

**Property Tax Loss Relief**

**Description:** The first \$7,000 of an owner occupied home is exempt from the property tax. The property tax loss relief subvention reimburses cities for the resulting loss in property tax revenues.

**Greyhound Transcenter Lease**

**Basis for Estimate:** Estimate is obtained from the San Bernardino County Auditor/Controller's Office. Estimate assumes no change to current budget.

**Description:** Greyhound Lines, Inc. leases a single bus bay at the Montclair Transcenter from the City in accordance with Agreement No. 21-66. The contract provides for a lease term of 5 years ending in February 2027 with two five-year options to extend.

**Basis for Estimate:** Estimate is based upon the current Greyhound Lines, Inc. Agreement.

**Court Fines**

**Description:** Includes court imposed fines and forfeitures of bail for misdemeanor crimes, exclusive of traffic violations, distributed in accordance with Penal Code Section 1463.001. Effective with FY 1991-92, AB 1297 reallocated 50 percent of fines and forfeiture revenues to the State General Fund.

**Basis for Estimate:** Estimate is based upon actual collection experience.

**Parking Citations**

**Description:** Includes fine revenue received pursuant to the Montclair Municipal Code parking bail schedule. The parking bail schedule was last revised August 13, 1993.

**Basis for Estimate:** Estimate is based upon actual collection experience for previous twelve months.

**Special Police Services**

**Description:** Includes reimbursement of salaries and benefits of police officers assigned to public gatherings and athletic functions which by City ordinance are required to provide police protection. Also includes reimbursements for the two police officers assigned to the mall.

**Basis for Estimate:** Estimate is based upon actual collection experience.

**Fire Department Service Fees**

**Description:** Resolution No. 96-2102 provides for the reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports and nuisance abatements.

**Basis for Estimate:** Estimate is based upon actual collection experience.

**Rubbish Collection Fees**

**Description:** Includes charges billed to residents for rubbish collection pursuant to Section 6-8.05 of the Montclair Municipal Code. Montclair contracts with Burrtec Waste Industries to provide rubbish collection services.

**Basis for Estimate:** Estimate is based on actual collection experience.

**Zoning/Subdivision Fees**

**Description:** Titles 8 and 9 of the Montclair Municipal Code include authorization for planning and planning-related application fees. The current fee schedule, including charges for tract and parcel maps, conditional use and home occupational permits, was adopted by Resolution No. 95-2085 in November 1995.

**Basis for Estimate:** Estimate is obtained from the City Planning Division.

**Recreation Fees**

**Description:** The Human Services Division offers many recreational activities including racquetball, youth basketball leagues, mini-school, and arts and crafts programs. User charges for the programs are intentionally set below cost to reach as many people as possible.

**Basis for Estimate:** Estimate is based upon actual collection experience for the most recent twelve months.

**Program Costs-Reimbursed**

**Description:** The Human Services Division offers many recreational activities including trips to baseball games, amusement parks, and educational facilities on a reimbursement basis. User charges for the programs entirely offset the costs.

**Basis for Estimate:** Estimate is based upon City's anticipated participation.

**Service Center Fees**

**Description:** Includes medical clinic services provided by the Human Services Division. Fee schedules are set below cost in order to provide services to as many people as possible.

**Basis for Estimate:** Estimate is based upon actual collection experience for twelve months.

**Plan Checking Fees**

**Description:** Includes revenue from plan or map checking fees which are not a part of the building permit fee process.

**Basis for Estimate:** Estimate is partially based upon plan or map checking services.

**Interest Income**

**Description:** Includes earnings on governmental securities charged directly to the General Fund and prorated interest income on pooled cash on deposit with the Local Agency Investment Fund and in certificates of deposit.

**Basis for Estimate:** Estimate is based on an assumed average interest rate of 1.0 percent on governmental securities, 0.90% on LAIF deposits of pooled cash and is calculated on the average cash balances held by the City during the fiscal year. An accounting change pursuant to GASB #31 will not modify this estimate. GASB #31 gains and losses will be made to a separate account.

**Library Rentals**

**Description:** San Bernardino County leases the library building from the City in accordance with San Bernardino County Agreement No. 07-147 A1. The contract provides for a lease term of 5 years ending in December 2022 with two five-year options to extend.

**Basis for Estimate:** Estimate is based upon the current San Bernardino County Agreement.

**Other Miscellaneous Income**

**Description:** Includes other revenues which do not merit detailed accounting.

**Basis for Estimate:** Estimate is based on actual collection experience over the last several years.

**GAS TAX FUND****Gas Tax - Section 2105**

**Description:** Pursuant to Section 2105 of the Streets and Highways Code, cities are apportioned an amount equal to the net revenues derived from 11.5 percent of highways users taxes in excess of 9 cents per gallon in the proportion that the total population of the city bears to the total population of all cities in the state. The taxes must be used for street purposes.

**Basis for Estimate:** Estimate is based on information obtained from the State Controller's Office.

**Gas Tax - Section 2106**

**Description:** Under Section 2106 of the Streets and Highways Code, cities and counties are allocated \$0.0104 per gallon of gasoline taxes. The cities' share is allocated on a per capita basis. In addition, cities receive a monthly fixed apportionment of \$400. Taxes received pursuant to Section 2106 are restricted to street purpose expenditures.

**Basis for Estimate:** Estimate is based on information obtained from the State Controller's Office.

**Gas Tax - Section 2107**

**Description:** Pursuant to Section 2107 of the Streets and Highways Code, \$.01315 per gallon of the gasoline tax and \$.01800 per gallon of the diesel use fuel tax are allocated to cities on a per capita basis. The taxes are restricted to street purpose expenditures.

**Basis for Estimate:** Estimate is based on information obtained from the State Controller's Office.

**Gas Tax - Section 2107.5**

**Description:** Cities with a population of 25,000 to 49,999 inhabitants are apportioned \$6,000 annually from the Highway Users Tax Fund to pay for engineering costs and administrative expenses in respect to city streets.

**Basis for Estimate:** Estimate is based on information obtained from the State Controller's Office.

**Gas Tax - Section 2103**

**Description:** Section 2103 was added beginning with Fiscal Year 2010-11 to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. These funds are allocated to cities and counties on a per capita basis.

**Basis for Estimate:** Estimate is based on information obtained from the State Controller's Office.

## ROAD MAINTENANCE REHAB FUND

### Gas Tax - Section 2032

**Description:** Section 2032 was added beginning with Fiscal Year 2017-18 to allocate funds from SB1 legislation to cities. Section 2032 funds are specifically intended for expenses related to street rehabilitation projects within the City.

**Basis for Estimate:** Estimate is based on information obtained from the State Department of Finance statewide revenue projections.

## MEASURE I FUND

### Measure I - Local Allocation

**Description:** The local distribution of Measure I revenue is allocated to the cities within the Valley region on a per capita basis. Revenues in this category must be expended on streets and roads pursuant to a twenty-year Transportation Plan and a five-year Capital Improvement Plan adopted by resolution of the local jurisdiction.

**Basis for Estimate:** Estimate anticipates a modest percentage increase over the last fiscal year.

## TRAFFIC SAFETY FUND

### CVC Parking Citations

**Description:** Includes parking fines and forfeitures collected pursuant to various sections of the California Vehicle Code. C.V.C. parking fines must be deposited in a separate fund and must be used for specific traffic safety expenditures.

**Basis for Estimate:** Estimate is based on actual collection experience.

### Other C.V.C. Fines

**Description:** Includes fines and forfeitures, exclusive of parking citations, from arrests pursuant to the California Vehicle Code and distributed in accordance with Penal Code Section 1463. Effective with FY 1991-92, AB 1297 reallocated 50 percent of these revenues to the State General Fund.

**Basis for Estimate:** Estimate is based upon current collection experience.

## PARK DEVELOPMENT FUND

### Quimby Act Fees

**Description:** The Quimby Act allows cities to require from residential developers the dedication of land or in-lieu fees for neighborhood park or recreational facilities. Ordinance No. 95-2075 sets forth City's land dedication and in-lieu fee requirements pursuant to the Quimby Act.

**Basis for Estimate:** Estimate is obtained from the City Planning Division.

## PARK MAINTENANCE FUND

### Cellular Antenna Site Rental

**Description:** Includes rental payments received for a cellular antenna with appurtenant equipment in Mac Arthur Park.

**Basis for Estimate:** Estimate is based upon a rental agreement with Crown Castle USA Inc.

## C.D.B.G. FUND

### Grant Revenues

**Description:** Community Development Block Grants are allocated to cities by the Department of Housing and Urban Development. The funds are generally restricted to expenditures for housing, public safety and economic development within low-income target areas.

**Basis for Estimate:** Estimate is based upon projected expenditures provided by the Director of Community Development. The CDBG Fund is operated on a cost reimbursement basis.

## AIR QUALITY IMPROVEMENT TRUST FUND

### AB 2766 Vehicle Registration Fees

**Description:** Health and Safety Code Section 44225 authorizes an air quality control district to impose a \$4 vehicle registration fee to finance programs designed to reduce air pollution from motor vehicles. Cities are allocated 40 percent of the revenues less administrative costs based upon population.

**Basis for Estimate:** Estimate is based upon the City's current collection experience.

## STATE ASSET FORFEITURE FUND

### Forfeited Money/Property

**Description:** State laws provide for the confiscation or seizure of cash and property obtained by individuals trafficking in illegal drugs. Asset forfeiture revenues are generally restricted to expenditures for the investigation, detection and prosecution of criminal activities.

**Basis for Estimate:** Estimate is based upon the City's current collection experience.

## PROP 30/SB 109

### Parolee/Probationers

**Description:** Voters passed Prop 30 in November 2012. Part of this tax increase is provided to local law enforcement for funding of special details involving parolees and probationers

**Basis for Estimate:** Estimate is based upon the City's current collection experience.

## FEDERAL ASSET FORFEITURE FUND

### Forfeited Money/Property

**Description:** Federal laws provide for the confiscation or seizure of cash and property obtained by individuals trafficking in illegal drugs. Asset forfeiture revenues are generally restricted to expenditures for the investigation, detection and prosecution of criminal activities.

**Basis for Estimate:** Estimate is based upon the City's current collection experience.

## STATE FORFEITURE - 15% SET-ASIDE

### Public awareness/education

**Description:** State laws provide for the confiscation or seizure of cash and property obtained by individuals trafficking in illegal drugs. Asset forfeiture revenues are generally restricted to expenditures for the investigation, detection and prosecution of criminal activities. The State requires that 15% of forfeited funds be restricted for use in public safety education/awareness programs.

**Basis for Estimate:** Estimate is based upon the City's current collection experience.

## PUBLIC SAFETY FUND

### Proposition 172 Sales Tax

**Description:** Passage of Proposition 172 made permanent a one-half cent sales tax levied for the purpose of funding local public safety. In San Bernardino County, cities are allocated five percent of the revenues collected. Distribution to cities is based upon an individual city's payment to the Educational Revenue Augmentation Fund in FY 1993-94 as a percentage of total payments by cities to the ERAF.

**Basis for Estimate:** Estimate anticipates a slight decrease over the last fiscal year.

## EMS – PARAMEDIC FUND

### Subscription Fees

**Description:** Residential and Business subscription fees were established by Resolution No. 01-2328 in April 2001. For an annual subscription fee, the subscribing party and immediate family members or employees will receive unlimited Basic Life Support services (BLS) and Advanced Life Support (ALS) services from the Montclair Fire Department. The residential subscription rate is \$24 per year. The business subscription rates are \$50 per year for a business with 15 employees or less and \$100 per year for a business with 16 employees or more.

**Basis for Estimate:** Estimate is based reflected participation rates from prior years.

### First Responder Fees

**Description:** First responder fees were established by Resolution No. 01-2328 in April 2001. Emergency medical service first responder fees cover Basic Life support services (BLS) and Advanced Life Support (ALS) services. Resolution No. 01-2328 provides for BLS services to residents at no cost.

**Basis for Estimate:** Estimate is based on the projections from Wittman Enterprises, LLC for emergency medical billing services.

## SEWER MAINTENANCE FUND

### Sewer Maintenance Fees

**Description:** The sewer maintenance fee is established by ordinance and is set at a rate sufficient to cover operating expenses necessary to maintain the City's sewer system and to provide for an emergency reserve.

**Basis for Estimate:** Estimate is based on collection experience.

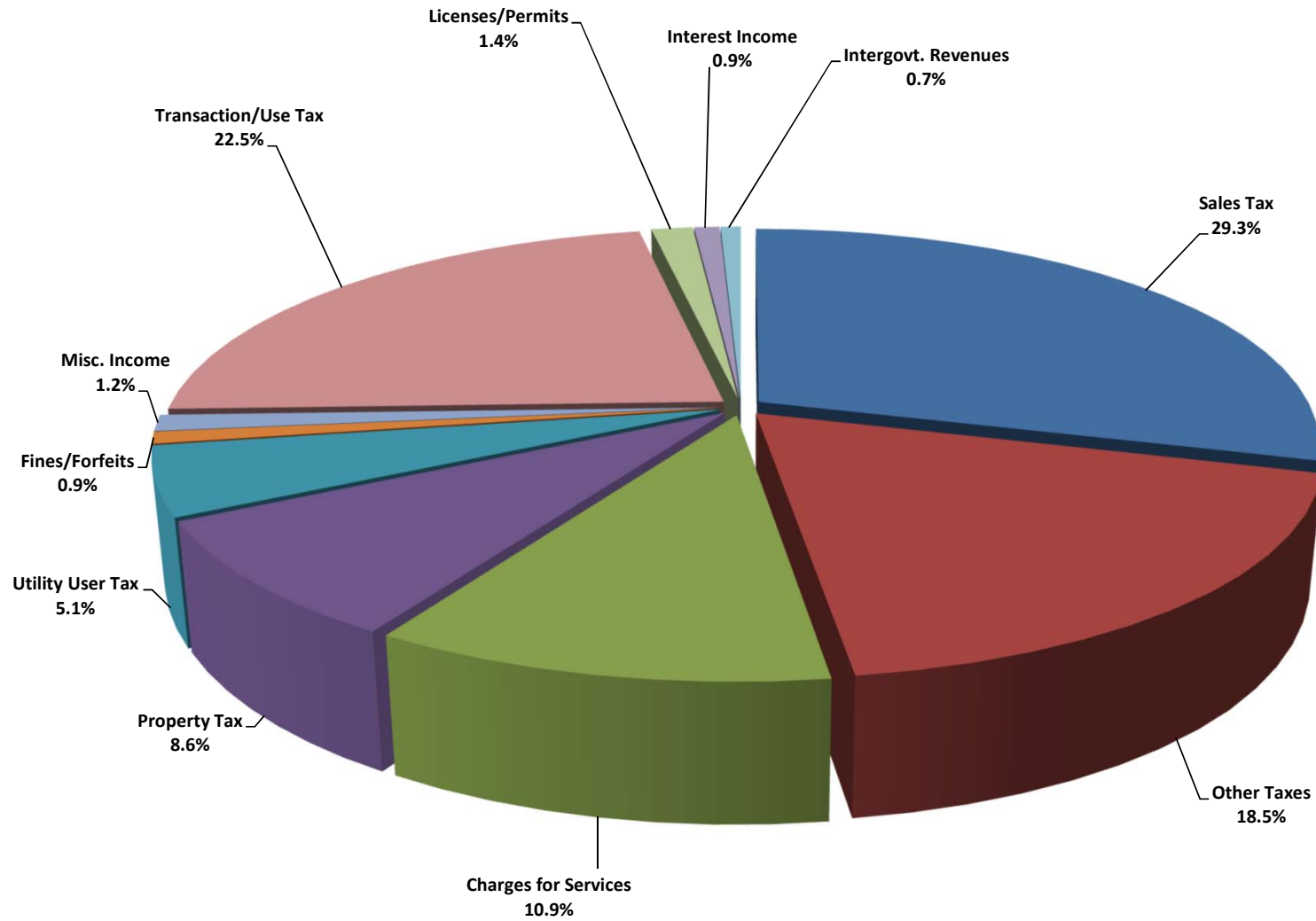
### Sewer Availability Fees

**Description:** Properties which have access but are not connected to the City's sewer system are charged a monthly availability fee. The current fee is \$2.35 per month.

**Basis for Estimate:** Estimate is based on amount submitted to San Bernardino County for inclusion on the property tax roll.

**City of Montclair  
2023-24 General Fund Revenues  
By Source**

**Total Budget - \$39,369,327**



## *Operating Expenditures Budgets*



**CITY OF MONTCLAIR**  
**OPERATING BUDGETS - TOTALS BY FUND**  
**FISCAL YEARS 2021-22 THROUGH 2023-24**

<b>FUND</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
General Fund	32,064,243	32,591,823	35,612,387
Gas Tax	1,355,989	870,137	976,815
Traffic Safety Fund	100,000	100,000	100,000
Park Maintenance	89,252	60,140	60,150
Park Development	0	0	0
C.D.B.G.	417,497	73,724	121,698
Air Quality Improvement Trust	10,000	40,000	0
Senior Nutrition Fund	178,721	200,542	199,666
American Rescue Plan	645,045	0	0
Prop 30/SB 109	0	0	0
SB 509 Public Safety	525,795	789,447	930,864
Federal Asset Forfeiture - DOJ	1,000	1,000	29,620
OMSD Grant Fund	210,600	109,512	124,230
State Supplemental Law Enforcement	100,000	349,997	400,000
Used Oil Recycling Grant	3,800	3,800	10,000
Homeless Emergency Aid Program Fund	0	0	0
Homeless Assist Preven Fund	107,254	109,879	23,800
After-School Program Grant Fund	1,784,806	1,503,207	2,265,588
City of Hope	1,000	700	1,000
OMSD Immunization Grant	0	0	0
Kaiser Permanente Grant	5,089	0	3,000
OMSD Resource Center Grant	28,500	28,500	0
Senior Support Services Grant	10,000	40,000	40,000
Healthy Communities Strategic Plan	18,027	16,451	15,701
ASES Supplemental	119,846	125,000	0
Hope thru Housing	0	0	0
EMS - Paramedic	38,750	58,515	49,995
Economic Development Fund	1,053,422	171,260	232,560
Successor Agency Bond Proceeds	300,000	200,000	75,000
2021 Lease Revenue Bond Proceeds	0	86,981	1,093,945
2014 Refunding Bonds Debt Service	2,590,387	2,587,473	2,587,763
2021 Lease Revenue Bond Debt Svc	2,600,000	2,394,413	2,397,413
2021 Pension Obligation Bond Debt Svc	0	4,437,813	4,437,327
Sewer Operating Fund	4,918,007	5,335,222	5,242,272
Sewer Replacement	1,000	1,000	1,000
Sewer Capital Assets	73,556	73,556	69,586
CFD 2011-1 - Paseos/Alexan	113,072	154,629	170,092
CFD 2011-2 - Arrow Station	40,782	44,861	49,349
Burrtec Pavement Impact Fees	0	0	0
General Plan Update Fee	55,000	55,000	55,000
Equipment Replacement	346,975	185,200	332,000
UAL/POB Amortization Fund	0	0	288,455
<b>TOTAL</b>	<b>49,907,415</b>	<b>52,799,782</b>	<b>57,996,276</b>

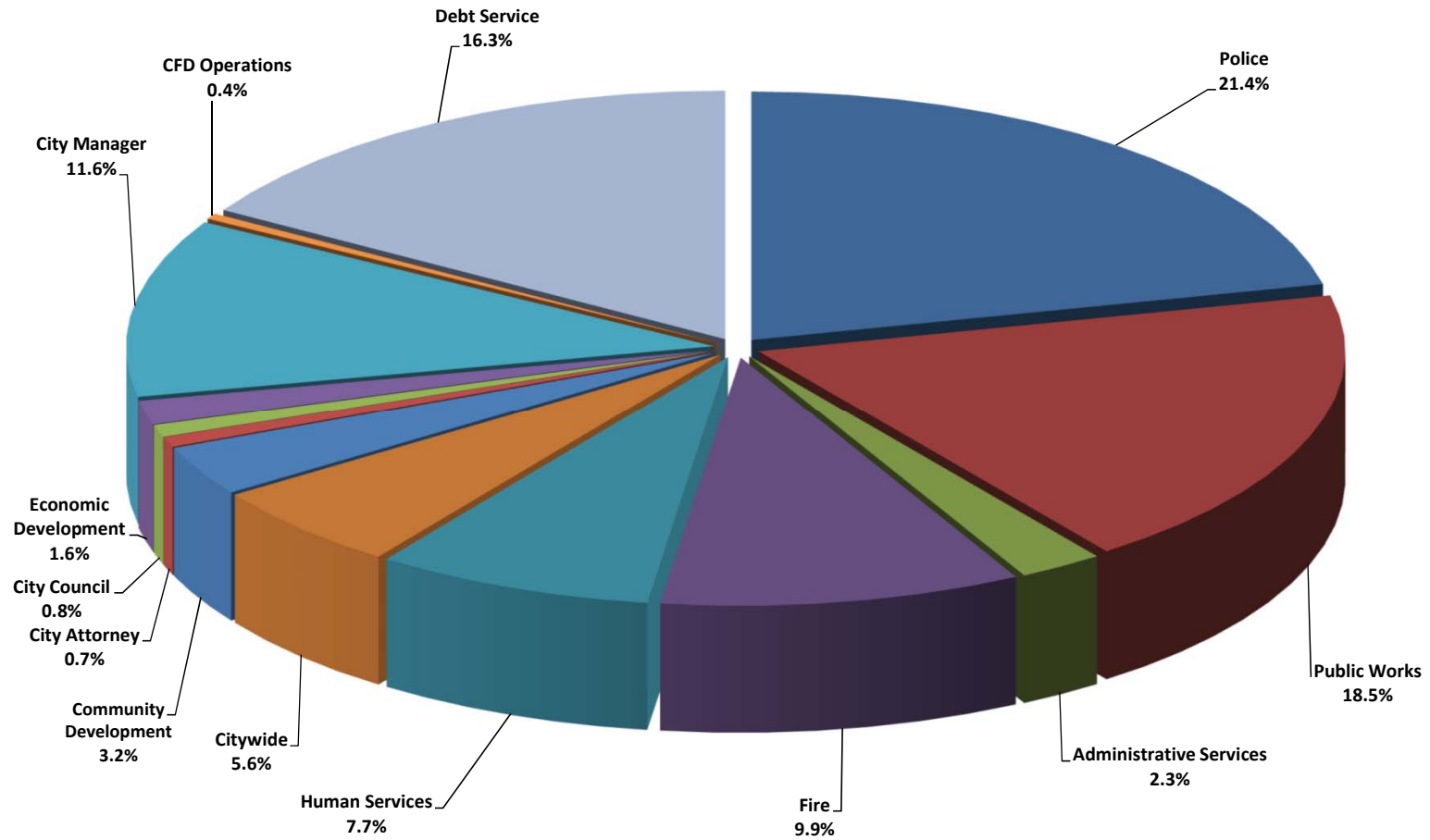
**CITY OF MONTCLAIR**  
**COMPARATIVE OPERATING APPROPRIATIONS BUDGETS**  
**FISCAL YEARS 2019-20 THROUGH 2023-24**

	Budgeted 2019-20	Budgeted 2020-21	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24
City Council	\$ 479,648	\$ 305,313	\$ 403,516	\$ 464,715	\$ 463,599
City Manager	4,598,414	5,271,237	4,900,500	6,181,104	6,687,903
Administrative Services	1,310,381	1,149,424	1,326,737	1,609,405	1,341,788
Human Services	3,108,290	2,656,982	3,715,040	3,690,355	4,428,919
Police	9,675,799	9,444,399	11,743,427	12,583,998	12,357,112
Fire	4,429,878	4,433,939	4,331,827	5,830,496	5,741,686
Public Works	8,168,855	7,891,939	9,916,710	10,362,386	10,713,651
Community Development	1,565,667	1,437,040	1,607,898	1,973,715	1,874,008
Economic Development	1,902,142	1,809,906	1,418,638	1,452,574	920,076
City Attorney	321,114	283,053	304,937	376,236	383,833
Citywide	7,339,889	7,438,915	8,247,481	4,720,071	3,221,757
CFD Operations	168,854	153,854	153,854	199,490	219,441
 TOTAL OPERATING BUDGET	 \$ 43,068,931	 \$ 42,276,001	 \$ 48,070,565	 \$ 49,444,545	 48,353,773
 Debt Service	 2,594,587	 2,590,762	 5,190,387	 9,419,989	 9,422,503
 TOTAL BUDGET w/DEBT SERVICE	 \$ 45,663,518	 \$ 44,866,763	 \$ 53,260,952	 \$ 58,864,534	 57,776,276

NOTE: FY 2022-23 Budget includes all appropriations and capital projects authorized through May 30, 2023.  
Appropriations for FY 2019-20 through 2021-22 represent final recorded budgets.

**City of Montclair  
2023-24 Operating Budget  
By Department**

**Total Budget - \$57,776,276**

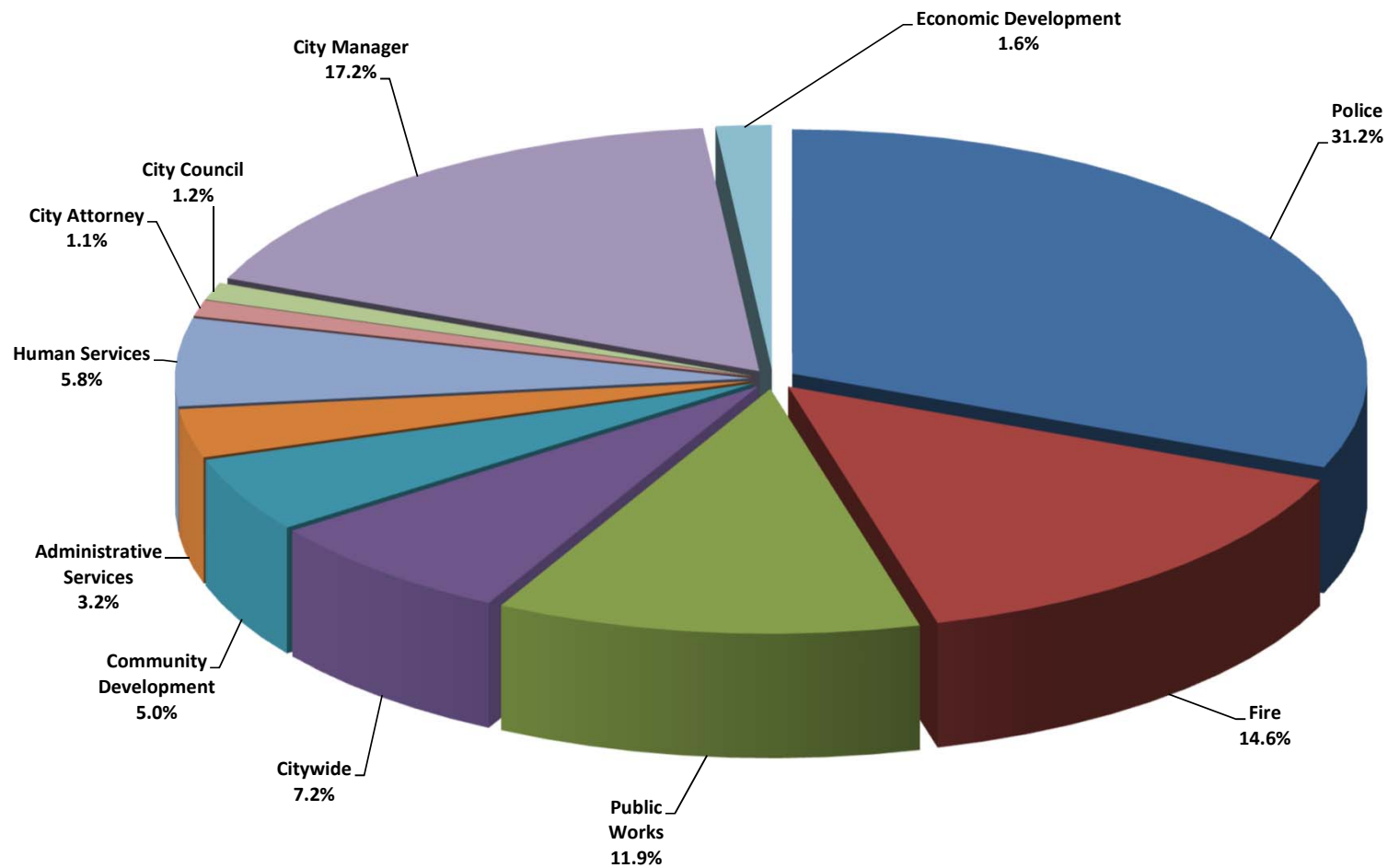


**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY FUND  
FISCAL YEAR 2023-24**

	City Council	City Manager	Admin. Services	Human Services	Police	Fire	Public Works	Community Development	Economic Development	City Attorney	Citywide	CFD Operations	City Total
General Fund	413,457	6,135,773	1,147,039	2,064,927	11,150,808	5,190,901	4,246,463	1,769,238	557,516	383,833	2,581,052	-	35,641,007
Gas Tax	-	3,000	-	-	-	-	780,815	-	-	-	193,000	-	976,815
Park Maintenance	-	-	-	-	-	-	60,150	-	-	-	-	-	60,150
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	10,000	-	-	30,728	80,970	-	-	-	-	121,698
Air Quality Improvement Trust	-	-	-	-	-	-	-	-	-	-	-	-	0
Senior Nutrition Fund	-	-	-	199,666	-	-	-	-	-	-	-	-	199,666
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	544,074	386,790	-	-	-	-	-	-	930,864
Fed Asset Forfeiture-DOJ	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	124,230	-	-	-	-	-	-	-	124,230
State Supplemental	-	-	-	-	400,000	-	-	-	-	-	-	-	400,000
Used Oil Grant	-	10,000	-	-	-	-	-	-	-	-	-	-	10,000
Homeless Emergency Aid Program	-	-	-	-	-	-	-	-	-	-	-	-	0
Homeless Assist Preven	-	-	-	-	-	-	-	23,800	-	-	-	-	23,800
After-School Program Fund	-	79,424	52,664	2,094,625	-	-	-	-	-	-	38,875	-	2,265,588
OTS Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
City of Hope	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Safety Department Grants	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Immunization Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
Inland Empire United Way	-	-	-	-	-	-	-	-	-	-	-	-	0
Kaiser Permanente Grant	-	-	-	3,000	-	-	-	-	-	-	-	-	3,000
OMSD Resource Center	-	-	-	-	-	-	-	-	-	-	-	-	0
Sr Support Services Gran	-	-	-	40,000	-	-	-	-	-	-	-	-	40,000
Healthy Comm Strategic Plan	-	-	-	15,701	-	-	-	-	-	-	-	-	15,701
ASES Supplemental Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
Hope through Housing	-	-	-	-	-	-	-	-	-	-	-	-	0
EMS-Paramedic	-	-	-	-	-	49,995	-	-	-	-	-	-	49,995
Economic Development	-	-	-	-	-	-	-	-	232,560	-	-	-	232,560
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	75,000	-	-	-	75,000
2021 Lease Revenue Bond Proceeds	-	-	-	-	-	-	973,945	-	-	-	-	-	973,945
Sewer Operating	50,142	458,706	142,085	-	-	-	4,470,964	-	-	-	120,375	-	5,242,272
Sewer Replacement	-	-	-	-	-	-	1,000	-	-	-	-	-	1,000
Sewer Capital Asset	-	-	-	-	-	-	69,586	-	-	-	-	-	69,586
CFD 2011-1 - Paseos	-	-	-	-	-	-	-	-	-	-	-	170,092	170,092
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	49,349	49,349
Pavement Impact Fee Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
General Plan Update Fee	-	-	-	-	-	-	-	-	55,000	-	-	-	55,000
Equipment Replacement	-	-	-	-	138,000	114,000	80,000	-	-	-	-	-	332,000
UAL/POB Amortization Fund	-	-	-	-	-	-	-	-	-	-	288,455	-	288,455
<b>Total</b>	<b>463,599</b>	<b>6,687,903</b>	<b>1,341,788</b>	<b>4,428,919</b>	<b>12,357,112</b>	<b>5,741,686</b>	<b>10,713,651</b>	<b>1,874,008</b>	<b>920,076</b>	<b>383,833</b>	<b>3,221,757</b>	<b>219,441</b>	<b>48,353,773</b>

**City of Montclair  
2023-24 General Fund Operating Budget  
By Department**

**Total Budget - \$35,641,007**



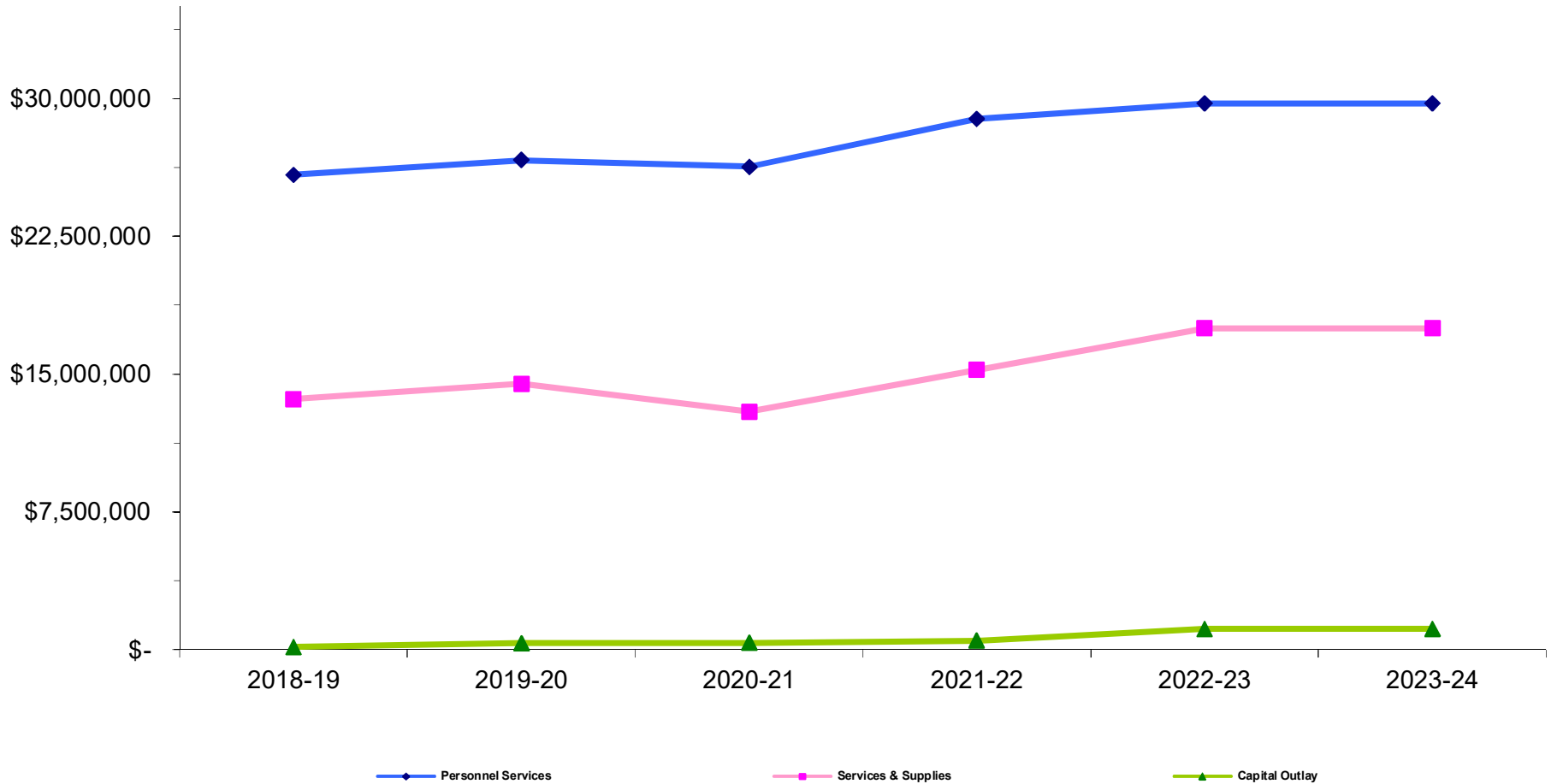
**CITY OF MONTCLAIR  
OPERATING APPROPRIATIONS BUDGET  
BY OBJECT CLASS  
FISCAL YEAR 2023-24**

	<b>Full-Time Employees</b>	<b>Personnel Services</b>	<b>Services Supplies</b>	<b>Capital Outlay</b>	<b>Total</b>
City Council	0.00	\$ 162,744	\$ 300,855	\$ -	\$ 463,599
City Manager	18.83	2,298,375	3,936,528	453,000	6,687,903
Administrative Services	7.13	605,848	735,940	-	1,341,788
Human Services	15.90	3,457,769	922,000	49,150	4,428,919
Police	79.00	10,710,657	1,428,055	218,400	12,357,112
Fire	28.00	4,815,622	729,745	196,319	5,741,686
Public Works	42.00	3,846,175	6,656,876	210,600	10,713,651
Community Development	14.00	1,599,403	269,605	5,000	1,874,008
Economic Development	2.80	557,516	362,560	-	920,076
City Attorney	0.00	133,833	250,000	-	383,833
Citywide	0.00	1,467,757	1,754,000	-	3,221,757
Community Facility Districts	0.00	75,920	143,521	-	219,441
<b>Total Operating Expenditures</b>	<b>207.66 *</b>	<b>\$ 29,731,619</b>	<b>\$ 17,489,685</b>	<b>\$ 1,132,469</b>	<b>\$ 48,353,773</b>
<b>Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>9,422,503</b>
<b>Total Expenditures</b>		<b>\$ 29,731,619</b>	<b>\$ 17,489,685</b>	<b>\$ 1,132,469</b>	<b>\$ 57,776,276</b>

\* Full-Time Employees by Entity:

City	207.66
SRDA	0.34
MHC	0.00
	<u>208.00</u>

**CITY OF MONTCLAIR**  
**Operating Budgets 2018-19 to 2023-24**  
**Annual Increase (Decrease) By Object Class**



**CITY OF MONTCLAIR**  
**FY 2023-24 Adopted Budget**  
**SUMMARY OF AUTHORIZED**  
**FULL TIME POSITIONS BY DEPARTMENT**

<b>Department</b>	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>
<b>City Council</b>	0.00	0.00	0.00
<b>City Manager</b>			
City Manager	0.70	2.13	2.13
Information Technology	5.00	6.00	7.00
Financial Services	10.25	8.00	8.30
Solid Waste	1.75	1.55	1.40
	17.70	17.68	18.83
<b>Administrative Services</b>			
Administration	0.15	0.15	0.15
City Clerk	2.28	3.48	3.38
Personnel/Risk Management	2.80	2.80	3.00
Central Services	0.80	0.60	0.60
<b>Department Total</b>	6.03	7.03	7.13
<b>Human Services</b>			
Recreation	4.30	8.25	8.35
Clinic	1.25	1.25	1.25
Senior Citizens	1.00	2.00	2.00
Nutritional Meals	0.00	0.00	0.00
Family & Health Education	0.75	0.75	0.75
After School Program	3.70	3.75	3.55
<b>Department Total</b>	11.00	16.00	15.90
<b>Police</b>			
Administration	1.50	1.50	2.00
Support Services	4.00	4.00	4.00
Technical Services	0.50	0.50	0.50
Records	8.00	8.00	8.00
Investigations	8.00	9.00	9.00
Uniform Patrol	43.00	43.00	45.00
Communications	10.00	10.00	10.00
Volunteer Services	0.00	0.00	0.00
Emergency Preparedness	0.50	0.50	0.50
<b>Department Total</b>	75.50	76.50	79.00
<b>Fire</b>			
Administration	1.50	1.50	3.00
Emergency Services	21.00	21.00	25.00
Personnel Development	0.00	0.00	0.00
Buildings & Grounds	0.00	0.00	0.00
EMS-Paramedics	0.00	0.00	0.00
<b>Department Total</b>	22.50	22.50	28.00



**CITY OF MONTCLAIR**  
**FY 2023-24 Adopted Budget**  
**SUMMARY OF AUTHORIZED**  
**FULL TIME POSITIONS BY DEPARTMENT**

<b>Department</b>	<b>Adopted 2021-22</b>	<b>Adopted 2022-23</b>	<b>Adopted 2023-24</b>
<b>Public Works</b>			
Management & Construction	2.80	3.15	4.15
Public Works Inspection	0.80	0.80	0.80
Traffic Safety Engineering	0.05	0.05	0.05
Graffiti Abatement	1.10	2.15	1.55
Street Maintenance	4.30	4.83	4.32
Signing & Painting	1.10	1.15	1.05
Street Sweeping	2.10	2.15	2.05
Park Maintenance	4.62	5.68	5.02
Tree Maintenance	0.10	0.15	0.05
Irrigation	0.00	1.00	1.00
Vehicle Maintenance	1.70	1.75	1.65
Sewer Maintenance	11.23	10.89	13.06
Building Maintenance	1.55	1.75	1.75
Heating & Air Conditioning	1.25	1.30	1.30
Janitorial Services	3.20	4.20	4.20
<b>Department Total</b>	<b>35.90</b>	<b>41.00</b>	<b>42.00</b>
<b>Community Development</b>			
Planning Commission	0.00	0.00	0.00
Administration	1.00	1.00	1.00
Current Planning	2.20	3.00	3.00
Advance Planning	1.00	1.00	1.00
Field Inspection	2.00	1.00	1.00
Plan Check	0.90	1.00	1.00
Operations	0.90	1.00	1.00
Fire Prevention Bureau	0.00	0.00	0.00
General Code Enforcement	6.00	4.00	4.00
Special Ops Code Enforcement	0.00	3.00	2.00
<b>Department Total</b>	<b>14.00</b>	<b>15.00</b>	<b>14.00</b>
<b>Economic Development</b>	<b>4.98</b>	<b>2.80</b>	<b>2.80</b>
<b>City Attorney</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total - All Departments</b>	<b>187.61</b>	<b>198.51</b>	<b>207.66</b>

(SRDA - 0.34 & MHC - 0.00)

# *Budget Resolution*

RESOLUTION NO. 23-3412

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MONTCLAIR ADOPTING THE  
FISCAL YEAR 2023-24 BUDGET**

**WHEREAS**, the City Manager submitted to the City Council of the City of Montclair the proposed budget for Fiscal Year 2023-24 including all proposed expenditures, estimated revenues, and estimated fund balances; and

**WHEREAS**, a copy of the proposed budget is on file in the City Clerk's office for inspection by the public; and

**WHEREAS**, the City Council duly reviewed the proposed budget at a meeting open to the public on June 22, 2023.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Montclair hereby adopts the proposed budget as the Annual Budget for Fiscal Year 2023-24.

**BE IT FURTHER RESOLVED** that funds are automatically reappropriated into Fiscal Year 2023-24 for all outstanding purchase orders and unexecuted contracts as of June 30, 2023, for which a valid appropriation exists.

**BE IT FURTHER RESOLVED** that funds are automatically reappropriated into Fiscal Year 2023-24 for all capital improvement projects included in the adopted budget that have not been completed as of June 30, 2023.

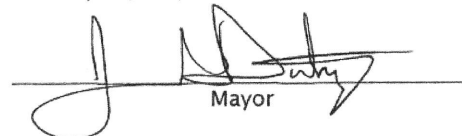
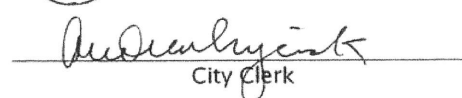
**BE IT FURTHER RESOLVED** that funds are automatically reappropriated into Fiscal Year 2023-24 for all grants included in the adopted budget that have not been completed as of June 30, 2023.

**BE IT FURTHER RESOLVED** that department heads and their designees are authorized to transfer funds between object codes within the Services and Supplies Budget provided the funding source remains the same.

**BE IT FURTHER RESOLVED** that except for personnel cost-of-living adjustments, which are governed by approved Memorandums of Understanding and Agreements, all expenditures from the General Reserve Funds must be expressly authorized by the City Council.

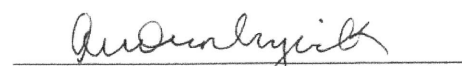
**APPROVED AND ADOPTED** this 29th day of June, 2023.

**ATTEST:**

  
Mayor  
  
City Clerk

I, Andrea M. Myrick, City Clerk of the City of Montclair, DO HEREBY CERTIFY that Resolution No. 23-3412 was duly adopted by the City Council of said city and was approved by the Mayor of said city at a regular meeting of said City Council held on the 29th day of June, 2023, and that it was adopted by the following vote, to-wit:

AYES: Lopez, Martinez, Ruh, Johnson, Dutrey  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
Andrea M. Myrick  
City Clerk

## *Article 13-B Disclosures*

# CITY OF MONTCLAIR

## ARTICLE 13-B DISCLOSURES

### FISCAL YEAR 2023-24

The appropriations limit imposed by Article 13-B of the State Constitution creates a restriction on the amount of revenue generated from taxes that a local government can appropriate in any fiscal year. The limit is based on actual appropriations during the base 1978-79 fiscal year, with an increase each subsequent year based on a formula comprised of population estimates and cost-of-living factors.

Government Code Section 37200 stipulates that the budget shall include the City's appropriation limit and the total annual appropriations subject to limitation.

APPROPRIATIONS LIMIT restricts the amount of tax revenues which may be used to finance the expenditures (appropriations) budget. The City's proposed limit for FY 2023-24 is \$525,656,351.

APPROPRIATIONS SUBJECT TO LIMITATION represents that portion of the proposed budget which is financed by taxes. The amount of tax revenue budgeted for expenditures during FY 2023-24 is \$28,407,121 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 35,643,581
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 850,000	
Licenses & Permits	566,325	
Fines & Forfeits	347,200	
POST Reimbursements	25,000	
Other Intergovernmental Reimbursements	251,600	
Charges for Services	4,271,725	
Miscellaneous		
Rental Income	208,000	
Other	616,610	
Transfers-In - Traffic Safety	100,000	
	<u>7,236,460</u>	<u>\$ 7,236,460</u>
Appropriations Budget Financed by Taxes		<u><u>\$ 28,407,121</u></u>

**NOTE:** Legislation governing implementation of Article 13-B defines subventions from the State (e.g. Motor Vehicle In-Lieu Taxes, Homeowner's Property Tax Relief) and interest earned on taxes and subventions as "proceeds of taxes." Additionally, charges for services are not proceeds from taxes unless they exceed the cost of providing those services.

*Departmental  
Operating Budgets*

*City Council*

## DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

### Overview

The Mayor and City Council Members are elected at-large to serve as the legislative and governing body of the City. The City Council develops public policy; promotes public welfare; pursues interests of the public; establishes organizational goals; authorizes fiscal priorities; supervises the services of the City Attorney and day-to-day performance of the City Manager; represents the City's interests before regional, state, and federal agencies; adopts appropriate legislative initiatives; and serves as governing body of the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Public Financing Authority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	162,715	162,744	162,744	162,744
Services and Supplies	302,000	298,855	300,855	300,855
Capital Outlay	0	0	0	0
<b>Total</b>	<b>464,715</b>	<b>461,599</b>	<b>463,599</b>	<b>463,599</b>
<b>Personnel Authorized</b>	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

### Source of Funds

General Fund	422,967	411,457	413,457	413,457
Sewer Operating Fund	8,135	8,137	8,137	8,137
Sewer Operating Fund – Indirect Staff Charges	33,613	42,005	42,005	42,005
<b>Total</b>	<b>464,715</b>	<b>461,599</b>	<b>463,599</b>	<b>463,599</b>



## DETAIL OF SALARIES AND WAGES

**Department:** City Council

**Program:** 4101 City Council

	POSITION QUOTA				APPROPRIATIONS		
Classification	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<b><u>Part-Time</u></b>							
Mayor	1.00	1.00	1.00	1.00	19,800	19,800	19,800
Council Members	4.00	4.00	4.00	4.00	50,304	50,304	50,304
Part Time	5.00	5.00	5.00	5.00	70,104	70,104	70,104
Benefit Costs					86,889	86,889	86,889
PERS Benefit Costs					5,751	5,751	5,751
Total Benefit Costs					92,640	92,640	92,640
TOTAL					162,744	162,744	162,744

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

### **Work Program**

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
4. Review and revise, as necessary, all goals, objectives, and strategic plans established for the City.
5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
6. Periodically review the performance of the City Manager.
7. Respond to legislative initiatives impacting local government operations.
8. Consider alternative funding mechanisms for programs, services, and projects.
9. Facilitate public input into the local political process.
10. Report to the community on the state of the City.
11. Oversee the performance of the City Attorney.
12. Oversee advisory bodies including the Planning Commission, Community Activities Commission, and other Council-established oversight committees.
13. Reorganize City Council standing committees after each biannual election.
14. Perform as the Board of Directors for the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Financing Authority, and Montclair Community Foundation.
15. Support goals related to historical preservation.
16. As required, serve as final authority on labor negotiations and personnel/disciplinary actions.
17. As assigned, serve on City Council subcommittees.
18. Address evolving issues related to public employee pension-related costs.
19. Address fiscal-related priorities.
20. Evaluate/consider outsourcing of various City services, as appropriate.
21. Actively engage Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
22. Coordinate duties of the Disaster Preparedness Council during local emergencies.

### **Personnel Services – \$162,744**

Salary requests are for: Mayor (1.00) – \$19,800; Council Members (4.00) – \$50,304. Cost allocations are as follows: part-time salaries – \$70,104; benefit costs – \$92,640.

### **Services and Supplies – \$298,855**

Funding requested is for: books and publications – \$500; publication and advertising – \$5,000; community benefits – \$30,000; dues and memberships – \$59,355; travel and meetings – \$23,100; mileage/auto allowance – \$42,000; special consulting services – \$85,000; vocational training – \$4,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$15,000; miscellaneous expenditures – \$32,000.

### **Capital Outlay**

No funding requested.

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** City Council

**Program:** 4101 City Council

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Mayor and City Council	<b><u>CONFERENCES/SEMINARS</u></b>			\$13,800
		<b><u>League of California Cities</u></b>			
		Annual Conference and Exposition (\$500 each x 4 = \$2,000)	Sacramento, CA	September 2023	
		Legislative Action Days (\$800 each x 2 = \$1,600)	Sacramento, CA	April 2024	
		<b><u>National League of Cities</u></b>			
		Annual Congressional City Conference (\$2,900 each x 3 = \$8,700)	Washington, DC	March 2024	
		<b><u>San Bernardino County</u></b>			
		City/County Conference (\$500 each x 3 = \$1,500)	Lake Arrowhead, CA	May 2024	
	Mayor and City Council	<b><u>WORKSHOPS</u></b>			
		<b><u>League of California Cities</u></b>			
		Workshops	Various	TBA	\$1,000

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** City Council

**Program:** 4101 City Council

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Mayor and City Council	<b><u>LOCAL TRAVEL &amp; MEETINGS</u></b>			
		Local conferences and meetings including legislative hearings and meetings with legislative advocates, consultant meetings, CIM Group/Montclair Place, and other local meetings.	Various	TBA	\$1,000
	Mayor and City Council	<b><u>SPECIAL</u></b>			
		Meetings with/of various committees, commissions, and boards supporting or serving as advisory bodies to the City Council. Includes the Planning Commission, Community Activities Commission, Transactions and Use Tax Oversight Committee, Personnel Committee, Public Safety Committee, Public Works Committee, Finance Committee, and Real Estate Committee.	City Hall	Various	\$1,500
	Mayor and City Council	Goldline Advocacy (\$2,900 each X 2 = \$5,800)	Washington, DC	TBA	\$5,800
<b>Total:</b>					<b>\$23,100</b>

**WORKSHEET – JUSTIFICATION OF CONFERENCE AND IN–SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** City Council

**Program:** 4101 City Council

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	J. John Dutrey, Mayor Tenice Johnson, Mayor Pro Tem Bill Ruh, City Council Member Corysa Martinez, City Council Member Benjamin Lopez, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards.	Ethics Training (AB 1234)  Harassment Prevention Training (AB 1825)	Montclair	Fall 2024	\$4,000
<b>Total:</b>					<b>\$4,000</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Council

**Program:** 4101 City Council

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

Inland Valley Daily Bulletin, \$350

Miscellaneous expenditures for books and periodicals, \$150

52090      PUBLICATION AND ADVERTISING – \$5,000

Miscellaneous advertising related to City Council programs

52110      COMMUNITY BENEFITS – \$30,000

Contributions to community groups, \$15,000

Contribution for community events, \$13,000

Emergency relief/assistance, \$2,000

52120      DUES AND MEMBERSHIPS – \$59,355

League of California Cities (LCC) membership, \$13,500

League of California Cities (LCC) Local Streets and Roads Need Assessment, \$500

League of California Cities (LCC) Inland Empire Division, \$600

Southern California Association of Governments, \$3,250

San Bernardino County Transportation Authority (SBCTA), \$10,105

San Bernardino Council of Governments (COGS) Housing Trust Fund, \$22,000

National League of Cities, \$3,500

Costco/Sam's Club memberships, \$400

Foothill Gold Line Extension JPA Corridor, \$3,500

Provision for increases, \$2,000

52130      TRAVEL AND MEETINGS – \$23,100

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** City Council

**Program:** 4101 City Council

Object  
Number

52190      SPECIAL CONSULTING SERVICES – \$85,000

David Turch & Associates (Agreement No. 15-56, for federal legislative advocate consulting services), \$65,000  
HdL Special Consulting, \$20,000

52540      VOCATIONAL TRAINING – \$4,000

Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request Schedule B–Vocational Training."

52690      SMALL EQUIPMENT – \$900

Replacement cellular phones (3 @ \$300 each).

52850      CELLULAR PHONE EXPENSE – \$2,000

Expenditures related to use of cellular telephone service.

52900      REEDER RANCH EXPENSES – \$15,000 ***(Only \$10,000 approved in Adopted Budget)***

Contract services, building upgrades, and program services for the Reeder Ranch.

52990      MISCELLANEOUS EXPENDITURES – \$32,000 ***(\$39,000 approved in Adopted Budget)***

Special awards and certificates, \$3,000

City Hall household-fund contribution, \$5,000

City Council meeting refreshments, \$3,000

State of the City facility rental (The Canyon), service package, and incidental expenditures, \$10,000 ***(\$17,000 approved in Adopted Budget)***

Holiday Flag Program, \$4,000

Yard Signs, \$7,000

*City Manager*



## DEPARTMENT BUDGET SUMMARY

### Department

City Manager

### Overview

The City Manager is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager monitors the performance of the City Attorney and directly supervises heads of each City department. The City Manager also supervises the following programs included in this department: Information Technology which provides for technological needs including research/assessment/development, multimedia services, and hardware/software/network maintenance; Finance which addresses the organization's fiduciary obligations, provides appropriate fiscal management, offers traditional finance-related services, and produces budget-related documents—including annual budgets, capital improvement plans, and investment policies for the City, Redevelopment Agency, and Housing Corporation; and Solid Waste which administers utility billing services, recycling programs, and refuse-related services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,231,248	2,589,185	2,298,375	2,298,375
Services and Supplies	3,606,958	3,957,066	3,936,528	3,936,528
Capital Outlay	301,500	533,000	453,000	453,000
<b>Total</b>	<b>6,139,706</b>	<b>7,079,251</b>	<b>6,687,903</b>	<b>6,687,903</b>
<b>Personnel Authorized</b>	17.68 (FT) 1.00 (PTB) 4.00 (PT)	18.83 (FT) 1.00 (PTB) 4.00 (PT)	18.83 (FT) 1.00 (PTB) 4.00 (PT)	18.83 (FT) 1.00 (PTB) 4.00 (PT)

### Department Distribution

City Manager	597,228	617,511	482,129	482,129
Information Technology Services	1,506,429	1,934,600	1,726,203	1,726,203
Financial Services	871,722	1,142,581	1,094,905	1,094,905
Solid Waste Disposal	3,164,277	3,384,559	3,384,666	3,384,666
<b>Total</b>	<b>6,139,706</b>	<b>7,079,251</b>	<b>6,687,903</b>	<b>6,687,903</b>

### Source of Funds

General Fund	5,654,256	6,527,130	6,135,773	6,135,773
Gas Tax Fund	3,000	3,000	3,000	3,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
Recycling Grant Fund	3,800	10,000	10,000	10,000
After-School Program – Indirect Staff Charges	65,617	79,424	79,424	79,424
Sewer Operating Fund	240,857	189,470	189,479	189,479
Sewer Operating Fund – Indirect Staff Charges	171,176	269,227	269,227	269,227
<b>Total</b>	<b>6,139,706</b>	<b>7,079,251</b>	<b>6,687,903</b>	<b>6,687,903</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Office of the City Manager

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
Director of Economic Developm	0.20	0.20	0.20	0.20	33,669	33,669	33,669
City Mgr./Executive Director	1.00	1.00	1.00	1.00	258,060	258,060	258,060
Office of Administrative Services							
Director of Finance	1.00	1.00	1.00	1.00	160,070	160,070	160,070
Finance Supervisor	0.00	1.00	1.00	1.00	91,638	91,638	91,638
Director of Information Tech	1.00	1.00	1.00	1.00	168,346	168,346	168,346
Information Technology Supervis	0.00	1.00	1.00	1.00	103,268	103,268	103,268
Information Technology Analyst	2.00	2.00	2.00	2.00	204,440	110,770	110,770
Sr. Info Tech Specialist	1.00	1.00	1.00	1.00	79,191	79,191	79,191
Information Tech Specialist	2.00	2.00	2.00	2.00	141,214	141,214	141,214
Assistant to the City Manager	1.00	1.00	1.00	1.00	94,422	0	0
Senior Accountant	2.00	2.00	2.00	2.00	150,442	150,442	150,442
Payroll Analyst	1.00	0.00	0.00	0.00	0	0	0
Junior Accountant	1.00	1.00	1.00	1.00	58,780	58,780	58,780
Accounting Specialist	3.00	3.00	3.00	3.00	164,289	164,289	164,289
Customer Svc. Rep./Office	2.00	2.00	2.00	2.00	90,648	88,549	88,549
CFD Admin Costs					-6,807	-6,807	-6,807
<b>Part-Time Benefitted</b>							
Information Tech Specialist	1.00	1.00	1.00	1.00	0	0	0
<b>Part-Time</b>							
Accounting Specialist	2.00	2.00	2.00	2.00	83,743	43,894	43,894
Payroll Analyst	1.00	1.00	1.00	1.00	37,980	37,980	37,980
Senior Intern	1.00	1.00	1.00	1.00	31,352	31,352	31,352
Full Time	18.20	19.20	19.20	19.20	1,798,477	1,608,286	1,608,286
Admin other Departments	-0.52	-0.37	-0.37	-0.37	-62,763	-62,763	-62,763
Total FT Positions/Salaries	17.68	18.83	18.83	18.83	1,735,714	1,545,523	1,545,523
Part Time Benefitted	1.00	1.00	1.00	1.00	0	0	0
Part Time	4.00	4.00	4.00	4.00	153,075	113,226	113,226
Additional Pay					2,700	2,700	2,700
Overtime					12,100	12,100	12,100
Total Salaries & Wages					1,903,589	1,673,549	1,673,549
Benefit Costs					446,021	401,361	401,361
PERS Benefit Costs					263,054	246,944	246,944
Benefit Costs other Depts					-23,479	-23,479	-23,479
Total Benefit Costs					685,596	624,826	624,826
<b>TOTAL</b>					<b>2,589,185</b>	<b>2,298,375</b>	<b>2,298,375</b>

## PROGRAM BUDGET SUMMARY – 1

Program Number 4202

Department	Division	Program
City Manager		City Manager

### Overview

The City Manager is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager monitors the performance of the City Attorney and directly supervises heads of each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	504,559	506,542	383,660	383,660
Services and Supplies	92,669	110,969	98,469	98,469
Capital Outlay	0	0	0	0
<b>Total</b>	<b>597,228</b>	<b>617,511</b>	<b>482,129</b>	<b>482,129</b>

<b>Personnel Authorized</b>	2.13 (FT)	2.13 (FT)	2.13 (FT)	2.13 (FT)
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### Source of Funds

General Fund	500,637	562,566	427,184	427,184
Sewer Operating Fund	71,039	0	0	0
Sewer Operating Fund – Indirect Staff Charges	25,552	54,945	54,945	54,945
<b>Total</b>	<b>597,228</b>	<b>617,511</b>	<b>482,129</b>	<b>482,129</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4202 City Manager

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### **Work Program**

1. Serve as the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority Chief Executive Officer.
  2. Coordinate the City's strategic planning process.
  3. Lead City departments to achieve common and uncommon goals and objectives for the community.
  4. Respond to policy directives established by the City Council.
  5. Manage and coordinate programs directly supervised by the City Manager/Executive Director.
  6. Develop timely and analytical approaches for resolving issues facing the community.
  7. Develop procedures that effectively deal with mandates imposed by the state and federal governments.
  8. Ensure proper staff coordination and interaction with various federal, state, and local agencies.
  9. Focus limited municipal resources and energies on issues that have the greatest relevancy for the City.
  10. Ensure appropriate manpower levels to provide a comprehensive program of municipal services.
  11. Where possible establish proactive, not reactive, approaches to community and organizational issues.
  12. Prepare and submit to the City Council annual budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; effectively address downturns in revenues.
  13. Coordinate disaster recovery efforts during episodes that may require such attention.
  14. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
  15. Administer the City's day-to-day business operations.
  16. Oversee the legislative advocacy program.
  17. Direct completion of specified Capital Improvement Plan (CIP) projects.
  18. Address and resolve fiscal issues related to any economic downturn; and implement strategic planning policy recommendations approved by the City Council.
  19. Address ongoing issues related to pension-related costs, policies, and practices.
  20. Work with Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
  21. Work with CIM Group to redevelop Montclair Place.
  22. Initiate changes to the City's sign ordinance.
  23. Promote development within North Montclair and its vision for a transit district and high-density housing.
  24. Develop alternative plans for Fire/emergency medical service delivery.
  25. Oversee development of the General Plan Update.
  26. Develop a plan for acquiring the Montclair Transcenter from Caltrans for development-related purposes.
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### **Personnel Services – \$506,542**

Salary requests are for: City Manager/Executive Director Office of Administrative Services (0.93) – \$239,996; Director of Economic Development Agency (0.20) – \$33,669; Assistant to the City Manager/Director of Economic Development Agency (1.00) – \$94,422. Cost allocations are as follows: full-time salaries – \$368,087; benefit costs – \$138,455.

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### **Services and Supplies – \$110,969**

Funding requested is for: books and publications – \$519; community benefits – \$10,000; dues and memberships – \$1,900; travel and meetings – \$10,650; mileage/auto allowance – \$11,400; special consulting services – \$52,500; special contract services – \$15,000; small equipment – \$1,000; cellular phone expense \$4,000; miscellaneous expenditures – \$4,000.

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### **Capital Outlay**

No funding requested.

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**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** City Manager

**Program:** 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<b><u>California Public Employee Labor</u></b> Relations Association Annual Conference (\$2,200 each x 2 = \$4,400)	Monterey, CA	November 2023	\$4,400
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Marcia Richter Assistant City Manager/Director HS	<b><u>San Bernardino County</u></b> City/County Conference (\$500 each x 3 = \$1,500)	Lake Arrowhead, CA	May 2024	\$1,500
52130	Janet Kulbeck, Director of Finance Accounting Specialists Customer Service Representatives	<b><u>Finance Miscellaneous Meetings</u></b> CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	\$750
52130	John Nguyen, Director of Information Technology IT Staff	IT Service/Training Skill Development	TBA	TBA	\$1,000
<b><u>Miscellaneous</u></b>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$3,000
<b>Total:</b>					<b>\$10,650</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Manager

**Program:** 4202 City Manager

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$519

E-Wall Street Journal, \$100  
E-Washington Post, \$100  
E-Sacramento Bee, \$100  
E-LA Times, \$90  
E-Atlantic, \$129

52110      COMMUNITY BENEFITS – \$10,000

City contributions supporting employee and community oriented activities including holiday-related events (Memorial Day, Flag Day, Independence Day, etc.) and events supporting special programs, services, dedications, and festivals.

52120      DUES AND MEMBERSHIPS – \$1,900

California Public Employers Labor Relations Association (CALPELRA), \$1,200  
City Management Foundation, \$300  
International City/County Management Association, \$350  
Unanticipated adjustments, \$50

52130      TRAVEL AND MEETINGS – \$10,650

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52190      SPECIAL CONSULTING SERVICES – \$52,500

Team Building/Liebert Cassidy Whitmore/GFOA workshops for City Council, City Manager, Department Heads, \$3,000  
HdL Special Consulting Services, \$44,500  
HdL Special Programming, \$5,000

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Manager

**Program:** 4202 City Manager

---

Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$15,000 *(Only \$5,000 approved in Adopted Budget)*

Special services related to lease/general obligation revenue bonds, public facilities projects, survey instruments, development of Montclair Place, and other professional services.

52690      SMALL EQUIPMENT – \$1,000

Replacement cellular phones.

52850      CELLULAR PHONE EXPENSE – \$4,000

Cellular phone service for Department personnel.

52990      MISCELLANEOUS EXPENDITURES – \$4,000

Special awards, \$500

Programs supporting organizational activities, \$2,000

City promotional materials, \$1,500

## PROGRAM BUDGET SUMMARY – 1

Program Number 4203

Department	Division	Program
City Manager		Information Technology Services

### Program Description

The Information Technology Services Program provides full-service electronic data and technology support designed to accommodate the organization's computer hardware, software, email, local area network (LAN), wide area network (WAN), wireless, cable, telecommunications, voice/video technology, GIS, and Internet service requirements. The program is also responsible for development and maintenance of the City's E-government site.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	874,905	975,462	855,103	855,103
Services and Supplies	330,024	426,138	418,100	418,100
Capital Outlay	301,500	533,000	453,000	453,000
<b>Total</b>	<b>1,506,429</b>	<b>1,934,600</b>	<b>1,726,203</b>	<b>1,726,203</b>

<b>Personnel Authorized</b>	6.00 (FT)	7.00 (FT)	7.00 (FT)	7.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	1,382,396	1,750,824	1,542,427	1,542,427
After-School Program – Indirect Staff Charges	38,528	49,697	49,697	49,697
Sewer Operating Fund – Indirect Staff Charges	85,505	134,079	134,079	134,079
<b>Total</b>	<b>1,506,429</b>	<b>1,934,600</b>	<b>1,726,203</b>	<b>1,726,203</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4203 Information Technology Services

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### **Work Program**

1. Confer and negotiate with available vendors for hardware and software support.
2. Maintain the City's email program and continue archiving of e-mail messages in compliance with federal, state, local, and case law.
3. Maintain local and wide area networks for all City facilities.
4. Evaluate, address, and resolve user requirements for hardware and software.
5. Maintain the City website and integrate with GIS mapping, economic development modules, and archival research.
6. Maintain a computer hardware/software maintenance program.
7. Enforce policies and procedures for computer assets, telecommunications, and Internet/email access.
8. Maintain the Laserfiche document imaging system and promote a citywide document-imaging program.
9. Maintain and enhance the Citywide GIS system and integrate new technology.
10. Integrate state-of-the-art technology for all City facilities.
11. Oversee technology requirements for all departments including mobile data computers (MDCs) for Police and Fire.
12. Provide creative IT solutions in support of City activities.
13. Provide for facilities-wide security monitoring systems to ensure the safety of the public and security of buildings, grounds, and personnel.
14. Maintain the Reeder Ranch website.
15. Develop and maintain hardware and software replacement plans.

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### **Personnel Services – \$975,462**

Salary requests are for: Director of Information Technology (1.00) – \$168,346; Information Technology Supervisor (1.00) – \$103,268; Information Technology Analyst (2.00) – \$204,440; Senior Information Technology Specialist (1.00) – \$79,191; Information Technology Specialist (2.00) – \$141,214; Senior Intern (1.00/part-time) – \$31,352. Cost allocations are as follows: full-time salaries – \$696,459; part-time salaries – \$31,352; overtime – \$6,000; benefit costs – \$241,651.

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### **Services and Supplies – \$426,138**

Funding requested is for: office supplies – indirect – \$38,000; uniforms – \$900; maintenance – office equipment and furniture – \$24,000; mileage/auto allowance – \$8,400; special contract services – \$332,638; small equipment – \$22,200.

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### **Capital Outlay – \$533,000**

Funding requested is for: LCD monitors – \$8,000; Desktop Computers – \$40,000; Fiber Upgrade at Civic Center – \$20,000; Conference/Presentation Capabilities in Community Development – \$10,000; Additional Card Reader at Civic Center – \$50,000; 4k Security Camera – Indoor and Outdoor – \$30,000; Fire Station Classroom – \$35,000; Community Center Stage Lighting – \$45,000; Community Center Video Wall – \$75,000; Core Network Switch Upgrade – \$30,000; Civic Center Network Router Upgrade – \$25,000; Microsoft Office 365 – \$65,000; Civic Center and City Yard Alarm System – \$100,000.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** City Manager

**Program:** 4203 Information Technology Services

Object  
Number

51050      OFFICE SUPPLIES – INDIRECT – \$38,000

Assorted media (CDR and CDRW disks, DVDR and DVDRW disks, memory cards/drives), \$4,000  
Media, forms, and stock related to Springbrook Finance Suite report requirements, \$3,000  
Assorted cabling (CAT 6 patch and extended run, serial, parallel, firewire and USB), \$4,000  
Laser, laser color, and inkjet cartridges, \$8,000  
Various hardware and software enhancements/upgrades and license extensions, \$14,000  
Photo ID-card system supplies, \$2,000  
Miscellaneous I.T. office supplies, \$3,000

51100      UNIFORMS – \$900

All Department Programs/Divisions: *Information Technology*: uniform sets for Information Technology personnel (2 sets for 4 employees @ \$225 per employee).

52010      MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$24,000

Local Area Network (LAN) maintenance, \$8,000  
P.C. components/printer maintenance, \$6,000  
A/V Equipment Maintenance, \$10,000

52450      SPECIAL CONTRACT SERVICES – \$332,638 **(Only \$325,000 approved in Adopted Budget)**

Frontier FIOS Point to Point TLS connectivity for City Hall, Police, City Yard locations (\$600 per month), \$7,200 annually  
Frontier FIOS Internet connectivity 300MB/150MB for all City facilities (\$300 per month), \$3,600 annually  
Frontier TV service for Civic Center, Senior Center, & Human Services (\$200 per month), \$2,400 annually  
Frontier High Speed Internet DSL/FIOS service to various locations (2 locations @ \$50 each per month), \$1,200 annually  
Frontier High Speed DSL service for Saratoga and Kingsley Parks, Chamber of Commerce, and Hurst Property (\$60 per month per site/\$240 monthly), \$2,880 annually  
Proud City Annual maintenance for City's Website, \$10,600  
Time Warner TV services for PD and City Yard (\$200 per month), \$2,400 annually

Continued on next page

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** City Manager

**Program:** 4203 Information Technology Services

Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

Verizon Wireless data cards special contract service support (20 cards @ \$40 each per month), \$9,600 annually  
ASSI Security system MPD support and maintenance, \$11,000 annually  
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually  
MPD/San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually  
SourceOne email archiving maintenance and support, \$2,429 annually  
Frontier Internet service for MPD facility (\$200 per month), \$2,400 annually  
Frontier Internet service for City Yard & Fire Station 2 (\$200 per month), \$2,400 annually  
Spectrum TV Service for MPD facility (\$200 per month), \$2,400 annually  
DataTree DocEdge for Code Enforcement (\$100 per month), \$1,200 annually  
CoreLogic PropertyFinder annual portal access, \$3,500 annually  
GIS Arcinfo suite service maintenance and technical support, \$2,400 annually  
Cisco SMARTnet software updates, \$1,000 annually  
Cisco router technical support, \$800 annually  
SeamlessGov Form Builder for online form creation and submission, \$24,000 annually  
Davenport Group LAMA Building Permits, Code Enforcement, Plans Review maintenance, \$14,000 annually  
Laserfiche maintenance support/City Hall - Additional Licenses for Records Retention policy, \$13,000 annually  
Laserfiche maintenance support/MPD – Additional Licenses for Records Retention policy, \$8,500 annually  
Costar Group, Inc., \$4,338 annually  
ESRI Community Analyst, \$2,495 annually  
ESRI ArcGIS EOC Maintenance, \$2,000 annually  
Springbrook Suite of Software maintenance and support, \$96,000 annually  
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually  
Netmotion MDC Software Maintenance, \$6,362 annually  
2FA authentication MDC Maintenance, \$966 annually

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Manager

**Program:** 4203 Information Technology Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

Mitel Phone Controller Annual Maintenance, \$8,000 annually  
Cisco Firepower Amp Endpoint for Desktop Security, \$7,000  
Davenport LAMA Building Permits and Online Portal, \$15,000  
Barracuda Annual Maintenance, \$8,500  
Jamf BYOB Management for Smart Devices, \$5,000  
BackBlaze Cloud Backup for Server and Z Drive, \$2,400  
VEEAM Backup for Desktop, \$9,000  
ArchiveSocial, \$6,500  
KnowBe4 Phishing Training Annual, \$12,500

52690      SMALL EQUIPMENT – \$22,200

Printer rollers and replacement parts, \$1,500  
Printer replacement kits, \$1,500  
UPS battery backup units (15 @ \$100 each), \$1,500  
Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500  
Cat 6 cables (6 boxes @ \$200 each), \$1,200  
ID Card Program cards and special equipment needs, \$1,500  
Computer component upgrades, \$1,500  
Computer and network toolset, \$500  
Server component upgrades, \$1,500  
Computer Network Switch Module upgrades, \$2,500  
Network Cabling Termination, \$5,000  
Smart Device Tablets and Smartphones Replacement, \$2,500

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** City Manager

**Program:** 4203 Information Technology Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	LCD Monitors	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. LCD panels save significantly on energy, provide a larger viewing area while requiring a smaller desktop footprint, and do not flicker—minimizing eye strain. The recommendation is for forty (40) 24-inch LCD monitors at \$200 each.	\$8,000
62010	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate the transition to Microsoft's current Windows operating and office systems; more modern desktops are also more energy-efficient. The recommendation is for 40 desktop computers at \$1,000 each.	\$40,000
<b><i>(Only \$30,000 approved in Adopted Budget)</i></b>			
62010	Fiber Upgrade at Civic Center	Currently, the facilities at the Civic Center are connected via outdated CAT 6 cables. Upgrading to fiber cables is necessary for the Civic Center to improve its network infrastructure and provide faster, more reliable connectivity between facilities. Compared to traditional network CAT 6 cables, fiber cables can transmit data at much higher speeds and over longer distances without signal degradation. This means that the Civic Center can support more devices and applications, such as video conferencing, streaming, and cloud-based services, with less latency and downtime. Fiber cables are more secure than CAT 6 network cables, as they are immune to electromagnetic interference and difficult to tap, providing additional protection against data breaches and cyberattacks.	\$20,000
62010	Conference/Presentation Capabilities in Community Development	<p>The Community Development Department does not have a conference room equipped with an A/V system to allow for video conferencing. Installing an A/V system will provide state-of-the-art audio and video output, ensuring that staff can communicate clearly with others and receive information without interruption or distortion.</p> <p>An A/V conference system provides greater flexibility regarding the types of meetings and calls that staff can participate in, such as video calls with multiple participants or webinars with live meeting interaction.</p>	\$10,000

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Administrative Services

**Program:** 4203 Information Technology Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	Additional Card Reader at Civic Center	Card reader and door access are needed for the Youth Center Supervisor's office, Senior Center staff doors, Community Center, Theatre Room, and Recreational Facility offices. Card reader access provides a more secure and reliable access control method than traditional methods such as keys and locks, which can be easily lost or duplicated. Only authorized individuals with the appropriate credentials can gain entry with card reader access, reducing the risk of unauthorized access or intrusions. Additionally, card reader access can allow for greater flexibility in granting access permissions, enabling building managers to restrict access to certain areas or times of day as needed. The card reader access can provide a detailed record of who enters and exits the building and when, which can be useful for monitoring and investigating security incidents.	\$50,000
62010	4k Security Camera – Indoor and Outdoor	Installing 4K cameras outside and inside the Civic Center provides a significant deterrent against theft, vandalism, and other security risks. 4k cameras provide clear and detailed footage, making it easier to identify and apprehend perpetrators of criminal activity. The cameras will be strategically placed to cover blind spots and high-risk areas, such as entry points and over valuable equipment. Installing 4k cameras is a deterrent, as potential offenders are less likely to commit a crime if they know they are being watched and recorded. In addition, the cameras can be linked to a remote monitoring system, enabling security personnel and Montclair police officers to respond to suspicious activity and take appropriate action quickly.	\$30,000
62010	Fire Station Classroom	The classroom area at Fire Station 1 needs to be updated with audio and video equipment for training, presentation, conferencing, and collaboration. The room has an older projector and projection screen that produces poorly washed-out videos and images. The ceiling speakers are rusted without any microphone or calling features. The room will benefit by upgrading to two TV displays, a microphone for conferencing and dialing out, and newer speakers for audio clarity and presentation.	\$35,000
62010	Community Center Stage Lighting	Human Services is requesting to have the stage lighting in the Community Center be replaced with a modern stage lighting system.  Newer lighting systems offer more control and flexibility, enabling City Staff to adjust the lighting to suit different events and performances. The new lighting system will provide more vibrant and dynamic colors, enhancing the overall aesthetic of the Community Center and create a more immersive experience for performers and spectators. Switching to a newer	\$45,000

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Administrative Services

**Program:** 4203 Information Technology Services

Object Code	Item	Justification	Cost
		lighting system often requires less maintenance and replacement of bulbs, resulting in lower long-term costs with the added benefit of increasing the overall value of the Community Center, making it more attractive to potential users and renters for various events and performances.	
		<b><i>(Not approved in Adopted Budget)</i></b>	
62010	Community Center Video Wall	<p>The two scoreboards in the Community Center no longer work to keep scores for Montclair sporting events. Instead of replacing the scoreboards with another similar system, this budget request is to replace them with a modern video wall system with more functionality.</p> <p>Moving away from traditional scoreboards and installing a video wall display in the Community Center does have several benefits. Video wall displays provide a much larger and more immersive viewing experience compared to traditional scoreboards, enabling spectators and audiences to better follow the action and engage with the event. Video wall displays support a wide range of multimedia content, including live video feeds, video presentations for various activities, and sponsor messages, enhancing the overall entertainment value and revenue potential of the event. Another benefit of video wall displays is that they can be remotely controlled and managed, enabling City Staff to quickly and easily make adjustments to the content and display settings.</p> <p>Finally, video wall displays can enhance the overall aesthetic of the gymnasium, creating a more modern and visually impressive environment for players and spectators alike. Overall, moving away from traditional scoreboards and installing a video wall display will improve the overall entertainment value and audience engagement and adds to the overall attractive potential of the Community Center.</p>	\$75,000
		<b><i>(Only \$50,000 approved in Adopted Budget)</i></b>	
62010	Core Network Switch Upgrade	<p>The current network switches reached their end of life several years ago and need to be retired. The current switches provide a 1GB throughput for each of its ports but are slow for modern computing processing speed. Newer network switches increase the overall speed and performance of the network, allowing data to be transferred faster and more efficiently. This helps reduce latency and improves user experience, particularly for high-bandwidth applications such as video streaming or large file transfers.</p>	\$30,000

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Administrative Services

**Program:** 4203 Information Technology Services

Object Code	Item	Justification	Cost
		<p>In addition, faster core switches improve network reliability and availability. With higher throughput, the network can better handle peak traffic periods and avoid the congestion that can lead to bottlenecks or even network downtime. This will improve overall network uptime and reduce the risk of business disruption.</p> <p>Upgrading the core switches also provides greater scalability and future-proofing. As more devices and applications are added to the network, a faster switch can handle the increased traffic and demand without requiring frequent upgrades or replacements.</p>	
62010	Civic Center Network Router Upgrade	<p>Newer routers increase network performance and speed with faster processing capabilities and more advanced features. This helps reduce network congestion and improves overall efficiency. Additionally, newer routers have enhanced security features, such as more robust firewalls and improved threat detection capabilities, which can help protect the network from cyberattacks. Upgrading the core router also provides greater scalability and flexibility, allowing for future expansion and the ability to adapt to changing network needs. Upgrading the core network routers is critical for a more reliable and secure network that can better support the needs of Montclair users and critical applications.</p>	\$25,000
62010	Microsoft Office 365	<p>Microsoft has stopped providing traditional upgrade paths to its suite of office products. They have transitioned to a subscription-based model, which provides access to the latest versions of Microsoft's popular productivity applications, such as Word, Excel, PowerPoint, etc. These products are essential in the modern workplace to enhance collaboration and productivity.</p> <p>Office 365 is a cloud-based platform for accessing and sharing documents, which can improve accessibility and flexibility for employees working remotely or on the go. Office 365 offers advanced security features, such as multifactor authentication and encryption, helping to protect against cyber threats and data breaches.</p> <p>Office 365 provides additional services and tools, such as Teams for collaboration and communication and SharePoint for document management, which can further improve productivity and efficiency.</p>	\$65,000
62010	Civic Center and City Yard Alarm System	<p>The alarm systems at the Civic Center and City Yard are no longer functional and require immediate replacement. Having a working alarm system at the Civic Center and City Yard is a mission-critical necessity to ensure the safety and security of the people who use the</p>	\$100,000



**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Administrative Services

**Program:** 4203 Information Technology Services

Object Code	Item	Justification	Cost
		<p>facilities. With the increasing number of security threats, theft, vandalism, crimes related to mental health and homelessness, it is essential to have a reliable alarm system in place to alert the authorities in case of an emergency. A working alarm system will deter potential criminals and provide the staff and public visitors peace of mind. Upgrading the alarm system and arming the facilities is a proactive approach toward safeguarding the Civic Center and its users.</p> <p>Modern alarm systems are designed to integrate seamlessly with other security systems, providing a comprehensive security solution for buildings and facilities. One of the key integrations is with video surveillance systems. This integration allows the alarm system to trigger video recording and display live video feeds when an alarm is triggered, providing visual confirmation of the event and enabling quick response by the authorities.</p> <p>Another integration is with panic buttons, which can be installed in strategic locations throughout the facility. When pressed, the panic button can trigger an alarm and alert the authorities immediately, providing a fast response to potential security threats. Card door access systems can also be integrated with the alarm system, allowing access control and monitoring of who enters and exits the building. This integration can provide additional security measures by ensuring that only authorized city personnel can enter the facility. Intrusion alerting and monitoring is another key integration, allowing the alarm system to detect and alert the authorities of any attempts to breach the building's security. This can include motion sensors, glass break detectors, and door and window contacts.</p> <p>Overall, integrating modern alarm systems with video, panic buttons, card door access, intrusion alerting, and monitoring can provide a comprehensive and sophisticated security solution for buildings and facilities, ensuring the safety and security of the people and assets.</p>	

**Total: \$533,000**

***(Only \$453,000 approved in Adopted Budget)***

## PROGRAM BUDGET SUMMARY – 1

Program Number 4204

Department	Division	Program
City Manager		Financial Services

### Program Description

Responsibilities of the Finance Department include: the investment and safeguarding of City funds; preparation of the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation operating budgets and capital improvement plan; administration of the accounts payable, accounts receivable, fixed assets, payroll, business licensing, and utility billing functions; maintenance of the general ledger; preparation and dissemination of financial statements and reports; administration of revenue funds; administration of bond proceeds; City agent to finance and tax authorities; fiduciary oversight and responsibilities including development of the annual investment policy; and treasury agent.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	708,472	962,681	915,005	915,005
Services and Supplies	163,300	179,900	179,900	179,900
Capital Outlay	0	0	0	0
<b>Total</b>	<b>871,772</b>	<b>1,142,581</b>	<b>1,094,905</b>	<b>1,094,905</b>
<b>Personnel Authorized</b>	8.15 (FT) 2.00 (PT)	8.30 (FT) 2.00 (PT)	8.30 (FT) 2.00 (PT)	8.30 (FT) 2.00 (PT)

### Source of Funds

General Fund	770,568	1,006,013	958,337	958,337
Gas Tax Fund	3,000	3,000	3,000	3,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	1,000
After-School Program – Indirect Staff Charges	27,089	29,727	29,727	29,727
Sewer Operating Fund	9,996	22,638	22,638	22,638
Sewer Operating Fund – Indirect Staff Charges	60,119	80,203	80,203	80,203
<b>Total</b>	<b>871,772</b>	<b>1,142,581</b>	<b>1,094,905</b>	<b>1,094,905</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4204 Financial Services

### **Work Program**

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Oversee preparation of annual operating budgets and the capital improvement program.
4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
5. Process biweekly payrolls and warrant registers.
6. Conduct an effective, revenue-based business license program.
7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
8. Assist the Information Technology Department with maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
14. Work with and assist the San Bernardino County Oversight Board relating to Successor Redevelopment Agency transactions.
15. Interact with the state Department of Finance on Successor Redevelopment Agency-related matters.
16. Assist the City Manager in addressing CalPERS-related cost increases.
17. Comply with GASB 68 Pension Funding reporting requirements.

### **Personnel Services – \$962,681**

Salary requests are for: Director of Finance (0.80) – \$128,056; Finance Supervisor (1.00) – \$91,638; Senior Accountant (2.00) – \$150,442; Junior Accountant (0.90) – \$52,902; Accounting Specialist (2.80) – \$152,179; Customer Service Representative/Office Specialist (0.80) – \$37,357; Accounting Specialist (1.00/part-time) – \$39,849; Payroll Analyst (1.00/part-time) – \$37,980; Admin other departments – <\$6,807>. Cost allocations are as follows: full-time salaries – \$605,767; part-time salaries – \$77,829; additional pay – \$2,700; overtime – \$6,000; benefit costs – \$270,385.

### **Services and Supplies – \$179,900**

Funding requested is for: books and publications – \$300; maintenance-office equipment – \$100; mileage/auto allowance – \$8,400; special consulting services – \$11,000; audit fees – \$66,800; collection agency fees – \$500; bank fees and charges – \$27,000; CalCard reward program – <\$8,000>; special contract services – \$70,000; miscellaneous expenditures – \$3,800.

### **Capital Outlay**

No funding requested.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Manager

**Program:** 4204 Financial Services

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Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$300  
*American Payroll Association Basic Guide to Payroll, \$300*
- 52010      MAINTENANCE – OFFICE EQUIPMENT – \$100  
Miscellaneous repairs.
- 52190      SPECIAL CONSULTING SERVICES – \$11,000  
Cost Recovery Systems, Inc. – State Mandate Reimbursement claims recovery, \$8,000  
Street report submission service (Gas Tax Fund), \$3,000
- 52220      AUDIT FEES – \$66,800  
Annual audit service fees (City) (General Fund – \$47,600; DOJ Fund – \$1,000), \$48,600  
Annual actuarial service fees, \$15,000  
GASB 68 Reporting Fee, \$3,200
- 52240      COLLECTION AGENCY FEES – \$500  
Enforcement/collection of delinquent tax and service payments.
- 52280      BANK FEES & CHARGES – \$27,000  
Monthly bank fees and charges.
- 52281      CALCARD INCENTIVE PAYMENTS – <\$8,000>  
CalCard reward program.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Manager

**Program:** 4204 Financial Services

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Object  
Number

52450	<u>SPECIAL CONTRACT SERVICES</u> – \$70,000
	Merchant Services (credit card processing), \$58,000
	Armored transport depository services, \$12,000
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$3,800
	Miscellaneous expenditures.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4205

Department	Division	Program
City Manager		Solid Waste Disposal

### Program Description

The Solid Waste Program administers the City's automated refuse collection/disposal program; administers residential, commercial, school, and City facilities recycling programs; administers the City's Utility Billing system; tracks diversion of refuse to ensure compliance with State requirements and other relevant legislation; maintains and monitors recycling programs; prepares annual diversion reports for the State Integrated Waste Management Board; administers the senior citizen refuse discount program; negotiates refuse rates and service levels with the City's franchise waste hauler; administers the liens assessment process for uncollected refuse and sewer fees; and administers the City's scavenging program.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	143,312	144,500	144,607	144,607
Services and Supplies	3,020,965	3,240,059	3,240,059	3,240,059
Capital Outlay	0	0	0	0
<b>Total</b>	<b>3,164,277</b>	<b>3,384,559</b>	<b>3,384,666</b>	<b>3,384,666</b>
<b>Personnel Authorized</b>	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)

### Source of Funds

General Fund	3,000,655	3,207,727	3,207,825	3,207,825
Recycling Grant Fund	3,800	10,000	10,000	10,000
Sewer Operating Fund	159,822	166,832	166,841	166,841
<b>Total</b>	<b>3,164,277</b>	<b>3,384,559</b>	<b>3,384,666</b>	<b>3,384,666</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Manager		4205 Solid Waste Disposal

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### **Work Program**

1. Administer the City's liens assessment process for uncollected refuse and sewer fees.
  2. Implement commercial/residential refuse rates as required, and comply with Proposition 218 rate adjustment notification requirements.
  3. Administer the automated refuse collection and disposal program for solid waste, green waste, and recyclables.
  4. Administer and operate the City's Utility Billing System; coordinate integration of billing services with Springbrook, DataProse, and Burrtec.
  5. Administer residential, commercial, school, and City facilities recycling programs.
  6. Track diversion of refuse to ensure State compliance with commercial and residential recycling requirements.
  7. Administer the residential refuse household-rate discount program for senior households.
  8. Administer applicable grant programs.
  9. Assist the Director of Finance in supervising relevant programs.
  10. Occasionally evaluate transferring the utility billing services from the City to Burrtec—at a cost savings to the City.
  11. Occasionally evaluate transferring the utility lien process to Burrtec—at a cost savings to the City.
  12. Oversee collection of solid waste-related franchise fee, administrative fee, general sanitation fee, and pavement impact fee.
  13. Administer the City's anti-scavenging ordinance.
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### **Personnel Services – \$144,500**

Salary requests are for: Accounting Specialist (0.20) – \$12,110; Customer Service Representatives (1.20) – \$53,291; Accounting Specialist (1.00/part-time) – \$43,894. Cost allocations are as follows: full-time salaries – \$65,401; part-time salaries – \$43,894; overtime – \$100; benefit costs – \$35,105.

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### **Services and Supplies – \$3,240,059**

Funding requested is for: publication and advertising – \$10,000; residential refuse collection – \$3,100,000; special contract services – \$60,159; bad-debt expenses – \$1,500; special billing services – \$68,000; miscellaneous expenditures – \$400.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Manager

**Program:** 4205 Solid Waste Disposal

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Object  
Number

52090      PUBLICATION AND ADVERTISING – \$10,000

Advertising of oil collection centers and for education programs for oil/oil filter recycling. (Recycling Grant Fund)

52390      RESIDENTIAL REFUSE COLLECTION – \$3,100,000

Contract costs for collection and disposal of residential refuse and for collection and transport of residential recyclables—refuse collection costs fully reimbursed to the General Fund by assessing residential refuse collection fees.

52391      RESIDENTIAL REFUSE COLLECTION REIMBURSEMENT – <\$3,100,000>

Reimbursement from residents for refuse collection.

52450      SPECIAL CONTRACT SERVICES – \$60,159

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$30,079; General Fund – \$30,080).

52810      BAD-DEBT EXPENSES – \$1,500

Charge costs of uncollectable utility accounts (Sewer Operating Fund – \$750; General Fund – \$750).

52930      SPECIAL BILLING SERVICES – \$68,000

Utility billing service with DataProse (Sewer Operating Fund – \$34,000; General Fund – \$34,000).

52990      MISCELLANEOUS EXPENDITURES – \$400

Unanticipated expenditures (Sewer Operating Fund – \$200; General Fund – \$200).



# *Administrative Services*

## DEPARTMENT BUDGET SUMMARY

### Department

Administrative Services

### Overview

The Administrative Services Department consists of four separate programs: (1) Administration provides general management oversight of the Department and assists the City Manager with day-to-day management of the organization; (2) City Clerk/Records Retention provides election services, preparation of City Council agendas/minutes, and document retention/archiving/destruction services; (3) Personnel/Risk Management oversees recruitments, labor relations, claims and risk management administration, employee training and wellness, and benefits administration; (4) Central Services provides for community-related contract services, office equipment maintenance, duplication and mail services, and office supplies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	858,032	678,985	605,848	605,848
Services and Supplies	751,373	758,090	735,940	735,940
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,609,405</b>	<b>1,437,075</b>	<b>1,341,788</b>	<b>1,341,788</b>

<b>Personnel Authorized</b>	7.03 (FT) 2.00 (PT)	7.13 (FT) 2.00 (PT)	7.13 (FT) 2.00 (PT)	7.13 (FT) 2.00 (PT)
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### Department Distribution

Administration	75,741	56,195	55,395	55,395
City Clerk	484,784	439,132	389,347	389,347
Personnel/Risk Management	563,474	443,627	436,905	436,905
Central Services	485,406	498,121	460,141	460,141
<b>Total</b>	<b>1,609,405</b>	<b>1,437,075</b>	<b>1,341,788</b>	<b>1,341,788</b>

### Source of Funds

General Fund	1,450,873	1,242,326	1,147,039	1,147,039
After-School Program – Indirect Staff Charges	49,245	52,664	52,664	52,664
Sewer Operating Fund – Indirect Staff Charges	109,287	142,085	142,085	142,085
<b>Total</b>	<b>1,609,405</b>	<b>1,437,075</b>	<b>1,341,788</b>	<b>1,341,788</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Administrative Services

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Starr	0.05	0.05	0.05	0.05	12,903	12,903	12,903
Admin from other Depts - Richter	0.00	0.10	0.10	0.10	20,387	20,387	20,387
Director of Administrative Services/ Human Resources	1.00	1.00	1.00	1.00	0	0	0
City Clerk/Human Resources Mg	1.00	1.00	1.00	1.00	117,576	125,310	125,310
Deputy City Clerk	1.00	1.00	1.00	1.00	71,970	71,970	71,970
Employment & Personnel Coor	1.00	1.00	1.00	1.00	69,099	69,099	69,099
Benefits Specialist	1.00	1.00	1.00	1.00	57,097	57,097	57,097
Administrative Specialist	1.00	1.00	1.00	1.00	55,992	0	0
Office Specialist	1.00	1.00	1.00	1.00	43,532	43,532	43,532

### Part-Time

Benefits Coordinator	1.00	1.00	1.00	1.00	37,140	37,140	37,140
Senior Intern	1.00	1.00	1.00	1.00	16,910	16,910	16,910

Full Time	7.05	7.15	7.15	7.15	448,556	400,298	400,298
Admin other Departments	-0.02	-0.02	-0.02	-0.02	-2,352	-2,506	-2,506
Total FT Positions/Salaries	7.03	7.13	7.13	7.13	446,204	397,792	397,792
Part Time	2.00	2.00	2.00	2.00	54,050	54,050	54,050
Overtime					2,000	2,000	2,000
Total Salaries & Wages					502,254	453,842	453,842
Benefit Costs					129,160	108,144	108,144
PERS Benefit Costs					48,462	44,785	44,785
Benefit Costs other Depts					-891	-923	-923
Total Benefit Costs					176,731	152,006	152,006
<b>TOTAL</b>					<b>678,985</b>	<b>605,848</b>	<b>605,848</b>

## PROGRAM BUDGET SUMMARY – 1

Program Number 4311

Department	Division	Program
Administrative Services		Administration

### Program Description

The City Manager and managerial/supervisory staff in the Administrative Services Department administer, manage, and supervise a variety of functions including personnel services; legislative analysis support; history reference services; labor negotiations; administrative support services; election and records management; animal control; and city clerk, mail, and duplication services. Extensive support services are provided to the City Council and each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	45,491	18,215	18,215	18,215
Services and Supplies	30,250	37,980	37,180	37,180
Capital Outlay	0	0	0	0
<b>Total</b>	<b>75,741</b>	<b>56,195</b>	<b>55,395</b>	<b>55,395</b>
<b>Personnel Authorized</b>	0.15 (FT)	0.15 (FT)	0.15 (FT)	0.15 (FT)

### Source of Funds

General Fund	66,782	46,644	45,844	45,844
After-School Program – Indirect Staff Charges	2,783	2,583	2,583	2,583
Sewer Operating Fund – Indirect Staff Charges	6,176	6,968	6,968	6,968
<b>Total</b>	<b>75,741</b>	<b>56,195</b>	<b>55,395</b>	<b>55,395</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4311 Administration

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### **Work Program**

1. Oversee management of the Administration, City Clerk/Records Retention, Personnel/Risk Management, and Central Services programs.
  2. Develop the annual Business Plan and Reorganization Report.
  3. Promote the organization's goals and objectives as established by the City Council.
  4. Track legislative proposals and changes relevant to municipal agencies.
  5. Oversee development of the City's history-related programs.
  6. Pursuant to City Council direction, implement Strategic Planning priorities.
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### **Personnel Services – \$18,215**

Salary requests are for: City Manager (0.05) – \$12,903. Cost allocations are as follows: full-time salaries – \$12,903; benefit costs – \$5,312.

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### **Services and Supplies – \$37,980**

Funding requested is for: books and publications – \$500; office supplies – direct – \$250; dues and memberships – \$2,780; travel and meetings – \$17,600; educational grants – \$5,000; vocational training – \$5,000; small equipment – \$350; cellular phone expense – \$1,000; miscellaneous expenditures – \$5,500.

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### **Capital Outlay**

No funding requested.

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**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Administrative Services

**Program:** 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Marcia Richter, Assistant City Manager/Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager	<b><u>CalPELRA Educational Forum</u></b> Annual Conference (\$2,400 each x 2 = \$4,800)	Southern CA	November 2023	\$4,800 <b><i>(Only \$3,000 approved in Adopted Budget)</i></b>
52130	Marcia Richter, Assistant City Manager/Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager	<b><u>Liebert Cassidy Whitmore</u></b> LCW Public Sector Employment Law Annual Conference (\$2,100 each x 2 = \$4,200)	San Francisco, CA	February 2024	\$4,200
52130	Andrea Myrick, City Clerk/Human Resources Manager Alison Walker, Deputy City Clerk	<b><u>League of California Cities</u></b> City Clerks New Law and Elections Seminar (\$1,300 each x 2 = \$2,600)	San Diego, CA	December 2023	\$2,600
52130	Andrea Myrick, City Clerk/Human Resources Manager Alison Walker, Deputy City Clerk	<b><u>City Clerks Association of California</u></b> Annual Conference (\$1,750 each x 2 = \$3,500)	TBA	April 2024	\$3,500
52130	City of Montclair Attendees	<b><u>City of Montclair</u></b> 2024 State of the City Address	Montclair, CA	October 2023	\$1,500 <b><i>(\$3,750 approved in Adopted Budget)</i></b>

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN–SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Administrative Services

**Program:** 4311 Administration/All Department Programs

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Marcia Richter, Assistant City Manager/Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager Tanya Kresback, Employment & Personnel Coordinator Christian Dominguez, Benefits Specialist	<b><u>Miscellaneous Meetings/Training</u></b> CalPERS Updates, COBRA, ADA, FLSA, CalPELRA, Other Personnel/ Risk Management Related Workshops	TBA / Webinars	TBA	\$1,000
				<b>Total:</b>	<b>\$17,600</b>

***(\$18,050 approved in Adopted Budget)***

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Administrative Services

**Program:** 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	<b><u>Special Training/Miscellaneous Training</u></b> Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	\$1,500
52540	Andrea Myrick, City Clerk/Human Resources Manager Tanya Kresback, Employment & Personnel Coordinator	<b><u>DOT Certified Drug Testing Program Training</u></b> Training for Human Resources staff provided by Mobile Screening Solutions, Inc. (\$1,000 x 2 = \$2,000)	TBA	TBA	\$2,000
52540	Marcia Richter, Assistant City Manager/ Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager Alison Walker, Deputy City Clerk Tanya Kresback, Employment & Personnel Coordinator Christian Dominguez, Benefits Specialist Sharon Giang, Administrative Specialist	<b><u>Miscellaneous Training</u></b> Vocational training for Administrative Services Department staff.	TBA <i>(Only \$500 approved in Adopted Budget)</i>	TBA	\$1,500
					<b>Total: \$5,000</b>
<b><i>(Only \$4,000 approved in Adopted Budget)</i></b>					



**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Administrative Services

**Program:** 4311 Administration

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500 ***(Only \$250 approved in Adopted Budget)***

Miscellaneous Publications and Leadership Titles.

51060      OFFICE SUPPLIES – DIRECT – \$250

All Department Programs/Divisions: Miscellaneous Expenditures.

52120      DUES AND MEMBERSHIPS – \$2,780

*City Clerk*

City Clerks Association of California, \$130 x 2 = \$260

International Institute of Municipal Clerks, \$195 x 2 = \$390

Provision for increase, \$200

*Personnel*

Cal Chamber, \$420

PERS Public Agency Coalition, \$500

Society for HR Managers, \$250

CalPELRA, \$380 x 2 = \$760

52130      TRAVEL AND MEETINGS – \$17,600 ***(\$18,050 approved in Adopted Budget)***

All Department Programs/Divisions: attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52530      EDUCATIONAL GRANTS – \$5,000

All Department Programs/Divisions: per MOUs, education grants are provided to employees for education-related expenses (estimate 2 employees @ \$2,500 each).

52540      VOCATIONAL TRAINING – \$5,000 ***(Only \$4,000 approved in Adopted Budget)***

All Department Programs/Divisions: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Administrative Services

**Program:** 4311 Administration

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Object  
Number

52690      SMALL EQUIPMENT – \$350

Replacement cellular phones.

52850      CELLULAR PHONE EXPENSE – \$1,000

Cellular phone service for Department personnel.

52990      MISCELLANEOUS EXPENDITURES – \$5,500

Maintenance of historic photos/documents, \$500

Miscellaneous upgrades to City Council/Administrative offices lobby, and west and east lobbies of City Hall, \$5,000

## PROGRAM BUDGET SUMMARY – 1

Program Number 4314

Department	Division	Program
Administrative Services		City Clerk

### Program Description

The City Clerk Program coordinates development and distribution of City Council agendas, minutes, and related documents; oversees a document-maintenance/destruction program; oversees a program for electronic storage of documents; ensures that Fair Political Practices Commission filing requirements are met; facilitates local elections; coordinates updates of the Montclair Municipal Code; provides information and support to City Council, City Manager, Department Heads, staff, and the public; coordinates and maintains a records management system including indexing of City Council minutes, ordinances, resolutions, and agreements; administers the Laserfiche Document Imaging system for digital storage and retrieval of documents; responds to requests for research of records; coordinates development of Citywide records retention programs; administers the records archival program; and coordinates placement of City Clerk-related information on the City's Web page.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	355,184	353,032	321,247	321,247
Services and Supplies	129,600	86,100	68,100	68,100
Capital Outlay	0	0	0	0
<b>Total</b>	<b>484,784</b>	<b>439,132</b>	<b>389,347</b>	<b>389,347</b>

<b>Personnel Authorized</b>	3.48 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)
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### Source of Funds

General Fund	451,742	378,001	328,216	328,216
After-School Program – Indirect Staff Charges	10,264	16,531	16,531	16,531
Sewer Operating Fund – Indirect Staff Charges	22,778	44,600	44,600	44,600
<b>Total</b>	<b>484,784</b>	<b>439,132</b>	<b>389,347</b>	<b>389,347</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4314 City Clerk

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### **Work Program**

1. Coordinate development and distribution of City Council agendas, minutes, ordinances, resolutions, agreements, and related documents; post such documents to the City's Web page for public access.
  2. Facilitate local elections and coordinate with the San Bernardino County Registrar of Voters; maintain campaign guides for City Council candidates.
  3. Coordinate Fair Political Practices Commission filings for elected and appointed officials.
  4. Provide information and support to City Council, City Manager, Department Heads, staff, and the public.
  5. Coordinate codification of the Montclair Municipal Code; post City Codes to the City's webpage for employee and public access; and encourage employee use of California Codes on the Internet.
  6. Develop, review, and enforce document preparation and retention standards.
  7. Maintain standards for development of contracts, reports, and official documents.
  8. Maintain records of City Council meetings.
  9. Oversee the Laserfiche Document Imaging Program.
  10. Serve as Recording Secretary at meetings of the City Council, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Finance Authority, and Community Foundation.
  11. Ensure compliance with open-meeting requirements of the Ralph M. Brown Act.
  12. Coordinate meetings of the City Council and advisory bodies.
  13. Ensure proper posting/advertisement of meetings.
  14. Coordinate development of citywide records retention schedules; maintain records management/retrieval/archival systems; and maintain an index of City Council minutes, ordinances, resolutions, and agendas.
  15. Provide document research as requested by departments.
  16. Coordinate training for, and use of, the Laserfiche Document Imaging system and scan archived and hardcopy documents into electronic storage files.
  17. Respond to requests filed under the California Public Records Act/Federal Freedom of Information Act.
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### **Personnel Services – \$353,032**

Salary requests are for: City Clerk/Human Resources Manager (0.88) – \$103,466; Deputy City Clerk (1.00) – \$71,970; Administrative Specialist (0.50) – \$27,996; Office Specialist (1.00) – \$43,532; Senior Intern (0.50/part-time) – \$8,455. Cost allocations are as follows: full-time salaries – \$246,964; part-time salaries – \$8,455; overtime – \$1,000; benefit costs – \$96,613.

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### **Services and Supplies – \$86,100**

Funding requested is for: books and publications – \$7,500; election expenses – \$20,000; publication and advertising – \$8,000; mileage/auto allowance – \$100; special contract services – \$48,500; miscellaneous expenditures – \$2,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Administrative Services

**Program:** 4314 City Clerk

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$7,500 ***(Only \$5,000 approved in Adopted Budget)***

Montclair Municipal Code Book Supplements, \$5,000

Annual fee for online Montclair Municipal Code (Municode by CivicPlus), \$1,500

Miscellaneous books and periodicals, \$1,000

51070      ELECTION EXPENSES – \$20,000 ***(Only \$10,000 approved in Adopted Budget)***

Costs related to forms, San Bernardino County Registrar of Voters Services, electoral services, voter outreach and education, ballot and statement preparations for local elections, and other materials related to conducting unscheduled elections.

52090      PUBLICATION AND ADVERTISING – \$8,000 ***(Only \$6,000 approved in Adopted Budget)***

Publication of legal notices:

Public Hearings, \$6,500

Elections, \$1,500

52140      MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle for City Clerk and Deputy City Clerk.

52450      SPECIAL CONTRACT SERVICES – \$48,500 ***(Only \$45,000 approved in Adopted Budget)***

Contract services for off-site records storage all departments (Corodata), \$5,000

Online Public Records Portal, \$3,500

Electronic Records Management System Consultant, \$35,000

Netfile FPPC Electronic Filing System annual fee, \$5,000

52990      MISCELLANEOUS EXPENDITURES – \$2,000

Miscellaneous supplies for City archives and records.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

### Program Description

The Personnel Program, in support of the human resource requirements of the City, provides comprehensive personnel selection, retention, training, and labor relations services in compliance with local, state, and federal regulations; defends the City in personnel-related matters including disciplinary actions; and administers benefit programs. The Risk Management program processes legal claims; defends the City in Workers' Compensation cases; identifies potential risks to employee safety; and develops methods of reducing the City's exposure to, and potential liability from, losses.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	374,636	258,157	256,785	256,785
Services and Supplies	188,838	185,470	180,120	180,120
Capital Outlay	0	0	0	0
<b>Total</b>	<b>563,474</b>	<b>443,627</b>	<b>436,905</b>	<b>436,905</b>

<b>Personnel Authorized</b>	2.80 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)
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### Source of Funds

General Fund	503,467	378,878	372,156	372,156
After-School Program – Indirect Staff Charges	18,640	17,509	17,509	17,509
Sewer Operating Fund – Indirect Staff Charges	41,367	47,240	47,240	47,240
<b>Total</b>	<b>563,474</b>	<b>443,627</b>	<b>436,905</b>	<b>436,905</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

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### **Work Program**

1. Implement and update personnel/risk management procedures and policies to ensure employee welfare and compliance with applicable laws.
  2. Conduct recruitments and promotions utilizing fair employment practices, job-related evaluation criteria, and equal opportunity guidelines.
  3. Assist departments in the handling of disciplinary/grievance cases to ensure proper due process and documentation procedures are followed, and to protect both the City's and employees' rights.
  4. Protect human, financial, physical, and natural resources against the effects of accidental loss through the prudent application of appropriate and legitimate risk management techniques.
  5. Coordinate, monitor, and take appropriate actions in order to expedite the processing of claims (Workers' Compensation, liability, unemployment, etc.) and protect the City's interests.
  6. Coordinate and conduct training workshops/programs promoting increased productivity, safety, supervisory skill, morale, and employee development.
  7. Assist departments in the handling of harassment and discrimination complaints to ensure proper investigation is undertaken and appropriate and necessary corrective actions are pursued.
  8. Coordinate and manage the City's safety program to ensure compliance with state and federal laws and to provide a safe working environment. Facilitate Safety Committee meetings and projects.
  9. Coordinate and manage the City's employee benefits program in compliance with applicable state/federal laws.
  10. Coordinate and supervise the City's labor negotiation process; meet with labor group representatives to discuss terms related to working conditions; seek to negotiate MOU provisions requiring employees to pay the member contribution component of the CalPERS pension benefit.
  11. Administer the City's ergonomic program.
  12. Administer the Springbrook Human Resources software module.
  13. Provide representation to special boards and groups on matters related to insurance, wages and benefits, and other personnel- and risk management-related issues.
  14. Assist with facilitating employee-related cost-reduction measures during periods of fiscal stress.
  15. Facilitate implementation of GASB 45 requirements.
  16. Conduct audit of real property assets.
  17. Assist the City Manager in addressing CalPERS-related cost increases.
  18. Ensure compliance with the Public Employee Pension Reform Act of 2013 (PEPRA).
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### **Personnel Services – \$258,157**

Salary requests are for: Assistant City Manager/Director of Human Services & Human Resources (0.10) – \$20,387; City Clerk/Human Resources Manager (0.10) – \$11,758; Benefits Specialist (1.00) – \$57,097; Employment and Personnel Coordinator (1.00) – \$69,099; Benefits Coordinator (1.00/part-time) – \$37,140. Cost allocations are as follows: full-time salaries – \$158,341; part-time salaries – \$37,140; overtime – \$500; benefit costs – \$62,176.

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### **Services and Supplies – \$185,470**

Funding requested is for: books and publications – \$565; publication and advertising – \$15,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$29,655; special contract services – \$85,350; psychological assistance – \$15,000; medical examinations – \$20,000; personnel testing – \$5,000; fingerprints and credit bureau fees – \$5,000; psychological exams – \$8,000; ADA expenditures – \$1,000; miscellaneous expenditures – \$500.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

Object  
Number

51020	<u>BOOKS AND PUBLICATIONS</u> – \$565 <i>Top Safety &amp; Top Health</i> , \$235 <i>University of California, Berkeley, Wellness Letter</i> , \$30 Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, HIPAA), \$300
52090	<u>PUBLICATION AND ADVERTISING</u> – \$15,000 <b>(Only \$12,000 approved in Adopted Budget)</b> Personnel recruitment advertisements, \$13,200 Annual subscription for posting recruitments to GovernmentJobs.com, \$1,800
52140	<u>MILEAGE/AUTO ALLOWANCE</u> – \$150 Mileage reimbursement for Assistant City Manager/Director of Human Services & Human Resources, City Clerk/Human Resources Manager, Employment & Personnel Coordinator, and Benefits Specialist.
52150	<u>LABOR RELATIONS</u> – \$250 Expenditures related to labor negotiations and disciplinary/grievances.
52190	<u>SPECIAL CONSULTING SERVICES</u> – \$29,655 Human Resources Consultant — \$25,000 LCW East Inland Empire Employment Relations Consortium, \$3,355 Hearing officers for grievance/disciplinary hearings, \$1,000 Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), \$300
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$85,350 <b>(Only \$80,000 approved in Adopted Budget)</b> Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$11,700 Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$52,600 NEOGOV Insight, \$7,500 NEOGOV Onboard, \$6,550 NEOGOV Forms, \$5,000 Transcription services, \$2,000



**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Administrative Services

**Program:** 4315 Personnel/Risk Management

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Object  
Number

52490      PSYCHOLOGICAL ASSISTANCE – \$15,000

Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.

52510      MEDICAL EXAMINATIONS – \$20,000

Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.

52520      PERSONNEL TESTING – \$5,000

Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.

52560      FINGERPRINTS AND CREDIT BUREAU FEES – \$5,000 **(\$6,000 approved in Adopted Budget)**

Fingerprint checks related to employment recruitments in compliance with state/federal requirements.

52590      PSYCHOLOGICAL EXAMS – \$8,000 **(\$10,000 approved in Adopted Budget)**

Psychological exams for new employee applicants.

52840      ADA EXPENDITURES – \$1,000

ADA compliance expenditures for workstation modifications required to accommodate ergonomic issues and employees with disabilities.

52990      MISCELLANEOUS EXPENDITURES – \$500

Miscellaneous expenditures for unanticipated Personnel Division-related needs.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4317

Department	Division	Program
Administrative Services		Central Services

### Program Description

The Central Services Program provides a variety of general support services for City departments/personnel and the Montclair community including the following: communication services, audio/visual aids, document duplication, facsimile transmission/receipt, mail processing, office supplies, animal control services, cable franchise administration, and other support/contract services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	82,721	49,581	9,601	9,601
Services and Supplies	402,685	448,540	450,540	450,540
Capital Outlay	0	0	0	0
<b>Total</b>	<b>485,406</b>	<b>498,121</b>	<b>460,141</b>	<b>460,141</b>
<b>Personnel Authorized</b>	0.60 (FT) 0.50 (PT)	0.60 (FT) 0.50 (PT)	0.60 (FT) 0.50 (PT)	0.60 (FT) 0.50 (PT)

### Source of Funds

General Fund	428,882	438,803	400,823	400,823
After-School Program – Indirect Staff Charges	17,558	16,041	16,041	16,041
Sewer Operating Fund – Indirect Staff Charges	38,966	43,277	43,277	43,277
<b>Total</b>	<b>485,406</b>	<b>498,121</b>	<b>460,141</b>	<b>460,141</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Administrative Services		4317 Central Services

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### **Work Program**

1. Evaluate P.C.–based central stores inventory systems for maintenance, ordering, distribution, and tracking of supplies.
  2. Administer the City's franchise agreement with Charter Communications, Frontier Communications, and other high-speed cable-related services vis-à-vis state law that extends administrative authority over cable franchise agreements to the state Public Utility Commission.
  3. Seek to re-engage with First United Methodist Church and negotiate successor parking lot rental terms; or negotiate terms for purchasing church buildings and land.
  4. Manage the City's office equipment maintenance/replacement program. Provide oversight and maintenance support for office equipment.
  5. Administer the animal control services agreement with IVHS; evaluate requirements for rate adjustments and additional licensing programs.
  6. Manage PEG access services and associated programming requirements.
  7. As required, conduct citizen surveys on designated issues.
  8. Provide direction and oversight for development, publication, and distribution of newsletters as required by the City Council.
  9. Evaluate new vendors and service programs for office equipment.
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### **Personnel Services – \$49,581**

Salary requests are for: Administrative Specialist (0.50) – \$27,996; Office Specialist (0.50/part-time) – \$8,455. Cost allocations are as follows: full-time salaries – \$27,996; part-time salaries – \$8,455; overtime – \$500; benefit costs – \$12,630.

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### **Services and Supplies – \$448,540**

Funding requested is for: books and publications – \$185; office supplies – indirect – \$75,000; license/permits/certificates – \$2,305; maintenance – office equipment and furniture – \$27,050; publication and advertising – \$30,500; animal control services – \$285,000; special contract services – \$3,500; rent – land/buildings – \$12,000; rent – equipment – \$1,500; small equipment – \$1,500; miscellaneous expenditures – \$10,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$185

*Electronic Internet Publications (Various)*

51050      OFFICE SUPPLIES – INDIRECT – \$75,000

Expenditures for office supplies, printing services, stationery, and other related services provided to all City departments through the Central Services Program.

51150      LICENSE/PERMITS/CERTIFICATES – \$2,305

Funding for ASCAP license, \$325

BMI license, \$320

MPLC license, \$555

SESAC license, \$980

Provision for increases, \$125

52010      MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$27,050

Ricoh/Aficio 8320S digital copier system (main City Hall copier system), \$5,000

SHARP digital copier system maintenance (City Hall Main Lobby), \$7,500

Excess copier charges for all copier systems, \$3,500

Neopost IS-460 automatic mail machine with scale, \$1,000

Neopost DS-75 folder and inserter, \$1,300

Audio/visual equipment maintenance (Citywide), \$5,000

Lexmark Copier, \$3,000

Unanticipated adjustments, \$750

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Administrative Services

**Program:** 4317 Central Services

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Object  
Number

- 52090      PUBLICATION AND ADVERTISING – \$30,500  
Specialized printing needs, die cuts, layouts, and design development, \$2,500  
Civic Publications Community Newsletter, \$28,000
- 52430      ANIMAL CONTROL SERVICES – \$285,000  
Contract payments to the Inland Valley Humane Society, Inc. for animal control services.
- 52450      SPECIAL CONTRACT SERVICES – \$3,500  
Shred Pros Document destruction services (City Hall & Police Department), \$2,000  
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,500
- 52630      RENT – LAND/BUILDINGS – \$12,000  
Annual rent payment for United Methodist Church parking lot (calculated @ 12 X \$1,000 = \$12,000).
- 52640      RENT – EQUIPMENT – \$1,500  
Audio/video equipment rental for special events.
- 52690      SMALL EQUIPMENT – \$1,500  
Replacement phones, all departments.
- 52990      MISCELLANEOUS EXPENDITURES – \$10,000 **(\$12,000 approved in Adopted Budget)**  
Parking permit decals, \$500  
U.S. and California State flags, \$1,500  
Promotional merchandise, \$1,000  
City Hall household miscellaneous, \$7,000 **(\$9,000 approved in Adopted Budget)**

*Human Services*

## DEPARTMENT BUDGET SUMMARY

### Department

Human Services

### Overview

Provide the following services and opportunities for Montclair residents: (1) recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues; (2) community education and leisure classes; (3) physical education activities and programs; (4) special event programming; (5) after-school program that provides academic assistance, enrichment programs, and physical education activities at 11 Montclair sites; (6) various programs at the City's Youth Center; (7) osteopathic manipulative medicine and case management services; (8) develop, implement, and coordinate educational, social, and recreational programs to meet the diverse and changing needs of the senior citizen population at the City's Senior Center and other community sites; (9) advocate for the needs of seniors and offer well-balanced nutritional meal service five days a week for seniors; (10) promote a health education program to encourage health and well-being through the training and sharing of information; (11) and offer Healthy Montclair programs and activities for the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,733,655	3,609,329	3,457,769	3,457,769
Services and Supplies	951,800	974,140	922,000	922,000
Capital Outlay	4,900	143,585	49,150	49,150
<b>Total</b>	<b>3,690,355</b>	<b>4,727,054</b>	<b>4,428,919</b>	<b>4,428,919</b>

<b>Personnel Authorized</b>	16.00 (FT) 119.00 (PT)	15.90 (FT) 218.00 (PT)	15.90 (FT) 218.00 (PT)	15.90 (FT) 218.00 (PT)
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### Department Distribution

Recreation	1,658,391	2,007,506	1,780,935	1,780,935
Clinic	77,274	130,519	126,943	126,943
Senior Citizens	198,444	208,844	203,932	203,932
Nutritional Meals	206,559	205,683	205,683	205,683
Family and Health Education	82,117	91,277	28,201	28,201
After-School Program	1,467,570	2,083,225	2,083,225	2,083,225
<b>Total</b>	<b>3,690,355</b>	<b>4,727,054</b>	<b>4,428,919</b>	<b>4,428,919</b>

### Source of Funds

General Fund	1,914,317	2,242,477	2,064,927	2,064,927
Community Dev Block Grant Fund	15,000	10,000	10,000	10,000
DAAS Grant/Donations	200,542	199,666	199,666	199,666
After-School Program Grant Fund	1,349,845	2,094,625	2,094,625	2,094,625
City of Hope	700	1,000	1,000	1,000
Kaiser Permanente Foundation	0	3,000	3,000	3,000
OMSD Resource Center Grant	28,500	0	0	0
Senior Support Services Grant	40,000	40,000	40,000	40,000
Healthy Comm. Strategic Plan	16,451	15,701	15,701	15,701
ASES Supplemental Grant Fund	125,000	0	0	0
Equipment Replacement Fund	0	120,585	0	0
<b>Total</b>	<b>3,690,355</b>	<b>4,727,054</b>	<b>4,428,919</b>	<b>4,428,919</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Human Services

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst CM/Director of Human Services & Human Resources	1.00	1.00	1.00	1.00	203,868	203,868	203,868
	0.00	-0.10	-0.10	-0.10	-20,387	-20,387	-20,387
	1.00	0.90	0.90	0.90	183,481	183,481	183,481
Asst. Director of Human Svcs	1.00	1.00	1.00	1.00	126,237	126,237	126,237
Recreation Manager	1.00	1.00	1.00	1.00	82,327	82,327	82,327
Community Services Supervisor	1.00	1.00	1.00	1.00	63,234	63,234	63,234
MAP Supervisor	1.00	1.00	1.00	1.00	70,772	70,772	70,772
MAP Coordinator	2.00	2.00	2.00	2.00	127,202	127,202	127,202
Senior Citizens Coordinator	1.00	1.00	1.00	1.00	59,637	55,187	55,187
Health Education Specialist	1.00	1.00	1.00	1.00	52,048	0	0
Administrative Analyst	1.00	1.00	1.00	1.00	73,886	73,886	73,886
Administrative Specialist	1.00	1.00	1.00	1.00	53,831	53,831	53,831
Medical Clinic Specialist	1.00	1.00	1.00	1.00	47,456	47,456	47,456
Recreation Coordinator	4.00	4.00	4.00	4.00	193,662	193,662	193,662
<b>Part-Time</b>							
Customer Svc Rep/Office Spec	3.00	3.00	3.00	3.00	93,240	93,240	93,240
Summer/Winter Personnel	43.00	43.00	43.00	43.00	328,956	250,000	250,000
Health Education Intern	1.00	1.00	1.00	1.00	17,264	17,264	17,264
Nutrition Site Manager	1.00	1.00	1.00	1.00	23,751	23,751	23,751
Kitchen Assistant	1.00	1.00	1.00	1.00	17,192	17,192	17,192
Senior Learning Leader	11.00	15.00	15.00	15.00	392,975	392,975	392,975
Learning Leader	55.00	150.00	150.00	150.00	969,650	969,650	969,650
Junior Intern	2.00	2.00	2.00	2.00	22,932	22,932	22,932
Transportation Coordinator	2.00	2.00	2.00	2.00	33,044	33,044	33,044
Full Time	16.00	16.00	16.00	16.00	1,154,160	1,097,662	1,097,662
Admin other Departments	0.00	-0.10	-0.10	-0.10	-20,387	-20,387	-20,387
Total FT Positions/Salaries	16.00	15.90	15.90	15.90	1,133,773	1,077,275	1,077,275
Part Time	119.00	218.00	218.00	218.00	1,899,004	1,820,048	1,820,048
Total Salaries & Wages					3,032,777	2,897,323	2,897,323
Benefit Costs					441,053	433,943	433,943
PERS Benefit Costs					143,329	134,333	134,333
Benefit Costs other Depts					-7,830	-7,830	-7,830
Total Benefit Costs					538,436	538,436	538,436
<b>TOTAL</b>					<b>3,609,329</b>	<b>3,457,769</b>	<b>3,457,769</b>



## PROGRAM BUDGET SUMMARY – 1

**Program Number 4381**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Recreation

### Program Description

Provide recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues, community education and leisure classes, physical education activities and programs, and special event programming.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,254,493	1,421,853	1,336,857	1,336,857
Services and Supplies	398,998	442,068	394,928	394,928
Capital Outlay	4,900	143,585	49,150	49,150
<b>Total</b>	<b>1,658,391</b>	<b>2,007,506</b>	<b>1,780,935</b>	<b>1,780,935</b>
<b>Personnel Authorized</b>	8.25 (FT) 48.00 (PT)	8.35 (FT) 48.00 (PT)	8.35 (FT) 48.00 (PT)	8.35 (FT) 48.00 (PT)

### Source of Funds

General Fund	1,621,633	1,874,538	1,768,552	1,768,552
DAAS Grant/Donations	983	983	983	983
After-School Program Grant Fund	7,275	11,400	11,400	11,400
OMSD Resource Center Grant	28,500	0	0	0
Equipment Replacement Fund	0	120,585	0	0
<b>Total</b>	<b>1,658,391</b>	<b>2,007,506</b>	<b>1,780,935</b>	<b>1,780,935</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4381 Recreation

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### **Work Program**

Offers community special events, sports leagues, enrichment and leisure classes for youth through senior citizens, and programs focused on physical activity, youth and teens, and summer activities for the community.

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### **Units of Measure**

Recreational programs provide activities, programs and services for approximately 300,000 participants annually.

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### **Personnel Services – \$1,421,853**

Salary requests are for: Assistant City Manager/Director of Human Services & Human Resources (0.90) – \$183,481; Assistant Director of Human Services & Grants Manager (1.00) – \$126,237; Recreation Manager (1.00) – \$61,745; Community Services Supervisor (1.00) – \$63,234; Administrative Analyst (1.00) – \$51,720; Administrative Specialist (1.00) – \$53,831; Recreation Coordinator (3.00) – \$145,377; Customer Service Rep/Office Specialist (3.00/part-time) – \$93,240; Summer/Winter Personnel (43.00/part-time) – \$328,956; Junior Intern (2.00/part-time) – \$22,932. Cost allocations are as follows: full-time salaries – \$685,625; part-time salaries – \$445,128; benefit costs – \$291,100.

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### **Services and Supplies – \$442,068**

Funding requested is for: program supplies – \$85,500; maintenance – other equipment – \$4,600; publication and advertising – \$32,500; community benefits – \$45,000; dues and memberships – \$3,080; travel and meetings – \$17,390; mileage/auto allowance – \$8,400; Community Activities Commission – \$33,750; performing art services – \$12,000; special contract services – \$115,040; vocational training – \$7,983; cellular phone expense – \$1,125; reimbursed program costs – \$61,700; CAC stipends – \$3,500; miscellaneous expenditures – \$10,500.

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### **Capital Outlay – \$143,585**

Funding requested is for: office furniture – \$10,000; three 2023 Ford Explorers – \$120,585; performance stage – \$13,000.

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**WORKSHEET - JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Marcia Richter, Assistant City Manager/Director of HS Alyssa Colunga, Assistant Director of HS & Grant Manager Fernando Saltos, Recreation Manager Angela Franco, Recreation Coordinator Emily Gomez-Medina, Recreation Coordinator Deondra Gutierrez, Recreation Coordinator Ramon Ramirez, Recreation Coordinator	CPRS Annual Conference	Sacramento, CA	Spring 2024	\$13,790
					<b>(General Fund sub-total: \$13,790)</b>
52130	Darrell Hickey, Montclair ASP Supervisor Emmanuel Gutierrez, Asst. Sr. Learning Coordinator Jean-Marcel Sio, Asst. Sr. Learning Coordinator	California Expanded Learning Symposium	Fresno, CA	Spring 2024	\$3,600
					<b>(After-School Program Grant sub-total: \$3,600)</b>
					<b>Total: \$17,390</b>

**WORKSHEET - JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Human Services

**Program:** 4381 Recreation

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	28 Human Services Part-Time Staff	CPR and First Aid Training	Montclair, CA	2023-2024	\$1,700
<b>(General Fund sub-total: \$1,700)</b>					
52540	Patricia Pennington, Kitchen Assistant	Food Managers Certification	Montclair, CA	Fall 2023	\$169
52540	Senior Recreation Leader	Food Handlers Certification	Montclair, CA	Fall 2023	\$22
52540	36 Nutrition Volunteers	Food Handlers Certification	Montclair, CA	Spring 2024	\$792
<b>(DAAS Grant sub-total: \$983)</b>					
52540	70 Part-Time MAP Staff	CPR and First Aid Training	Montclair, CA	2023-2024	\$4,550
52540	Darrell Hickey Montclair ASP Supervisor Emmanuel Gutierrez Asst. Sr. Learning Coordinator Jean-Marcel Sio Asst. Sr. Learning Coordinator 12 Part-time Map Staff	Inland Empire Expanded Learning	TBA	Spring 2024	\$750
<b>(After-School Program Grant sub-total: \$5,300)</b>					
<b>Total:</b>					<b>\$7,983</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

51130      PROGRAM SUPPLIES – \$85,500

Special event supplies, \$20,000  
Dashing through Montclair, \$1,200  
Part-time staff shirts, sweaters/jackets, \$5,800  
Full-time staff shirts, sweaters/jackets, \$2,400  
Teen and youth programs, \$10,500  
Country Fair Jamboree, \$45,000  
Summer kick-off, \$600

52050      MAINTENANCE – OTHER EQUIPMENT – \$4,600 *(Only \$3,000 approved in Adopted Budget)*

Tune and repair two pianos, \$600  
Weight room equipment maintenance, \$4,000

52090      PUBLICATION AND ADVERTISING – \$32,500 *(Only \$22,000 approved in Adopted Budget)*

Costs for production of the Human Services Department brochures (3) (Printing, design, and layout), \$29,000  
Special event post-cards, \$3,000  
Printing costs for youth programs, \$500

52110      COMMUNITY BENEFITS – \$45,000

Contributions to local service agencies.

52120      DUES AND MEMBERSHIPS – \$3,080

California Parks and Recreation Society, SCMAF, ASA/National Council on Aging, Community Health Association of Inland Southern Region.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

52130      TRAVEL AND MEETINGS – \$17,390

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings. (General Fund – \$13,790, After-School Program Grant – \$3,600)

52170      COMMUNITY ACTIVITIES COMMISSION – \$33,750 ***(Only \$21,250 approved in Adopted Budget)***

Holiday events, \$20,000

Expenditures for projects sponsored by the Committee, \$6,500

Veterans Day banners, \$7,000

Shirts, \$250

52310      PERFORMING ART SERVICES – \$12,000

Performing artists' fees for summer "Concert Series" events, and children's activities.

52450      SPECIAL CONTRACT SERVICES – \$115,040 ***(Only \$100,000 approved in Adopted Budget)***

Cost of grant writing services, \$100,000

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League and Youth Volleyball League, \$13,000

Weight room cable television service, \$1,200

Internet hot spot service, \$840

52540      VOCATIONAL TRAINING – \$7,983

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training. (General Fund – \$1,700; DAAS Grant – \$983; After-School Program Grant – \$5,300)

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4381 Recreation

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Object  
Number

52850      CELLULAR PHONE EXPENSE – \$1,125

Cost for the purchase of a new cell phone for the Transportation Coordinator and the monthly fee.

52870      REIMBURSED PROGRAM COSTS – \$61,700

Program costs that will be reimbursed through fees:

Racquetball Court/Weight room sanitization, \$10,000

Vermont Systems maintenance fee, \$5,000

Summer day camp (shirts, trips, snacks, supplies, awards), \$12,000

Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$16,000

Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$12,000

Adult basketball (shirts, awards), \$2,100

Adult volleyball (shirts, awards), \$2,100

Youth performances, \$2,500 (After-School Program Grant)

52871      REIMBURSED PROGRAM COSTS – <\$61,700>

Reimbursement to the City from applicants for the costs related to Recreation programs.

52920      CAC STIPENDS – \$3,500

52990      MISCELLANEOUS EXPENDITURES – \$10,500 *(Only \$3,000 approved in Adopted Budget)*

Volunteer expenses, \$1,000

Miscellaneous program expenses, \$2,000

Family Resource Center miscellaneous expenses, \$7,500 – *(Not approved in Adopted Budget)*

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Human Services

**Program:** 4381 Recreation

Object Code	Item	Justification	Cost
62010	Office Furniture	The current desk for the Assistant City Manager/Director of Human Services is over forty years old and does not have the functionality of a modern desk. In addition, the office was expanded and requires the purchase of new furniture such as chairs, cabinets and shelving. The Recreation Coordinator-Sports, currently does not have any office furniture, temporary tables were placed in his office. The office requires a desk, cabinets and shelving.  <i>(Only \$5,000 approved in Adopted Budget)</i>	\$10,000
62020	Three 2023 Ford Explorers	The Human Services Department has three vehicles that are in need of replacement. 1) 1999 Chevrolet Blazer Unit 112 has numerous engine and transmission oil leaks that would require costly removal and repair. The interior is deteriorated, dash is cracked, rear compartment is missing panels that are no longer available for purchase and the exterior paint has sun damage. 2) 1999 Chevrolet S-10 Truck Unit 108 has interior damage due to the sun, the dashboard is severely cracked, exterior paint is very faded and there are oil leaks on the engine that would require removal. Certain parts for this vehicle are difficult to find due to its age, even through aftermarket vendors and manufacturers. 3) 2006 Ford Escape Hybrid Unit 200 has a hybrid battery that only lasts 6-10 years, which will not be much longer. The battery costs \$3,000. The interior head liner is falling down and in need of repair. The Human Services Department is requesting to purchase three new Ford Explorer vehicles at \$40,195 each. (Equipment Replacement Fund) <b><i>(Moved to General Fund)</i></b>  <i>(Only \$31,150 approved in Adopted Budget)</i>	\$120,585
62050	Performance Stage	The performance stage currently in use has ongoing maintenance issues and requires new parts annually. The time required to set-up the stage is hindering logistics of the Human Services programming and the set-up is so complex it requires the Recreations Manager's close supervision. A new performance stage is requested that will be more portable and user friendly.	\$13,000
			<b>Total: \$143,585</b>
			<b><i>(Only \$49,150 approved in Adopted Budget)</i></b>



**PROGRAM BUDGET SUMMARY – 1****Program Number 4382**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Clinic

**Program Description**

Provides general medical and case management services to community residents, particularly those with limited access to medical services elsewhere with emphasis on treatment of basic medical needs, health and exercise programs, and prevention and education of critical health issues.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	18,488	71,733	68,157	68,157
Services and Supplies	58,786	58,786	58,786	58,786
Capital Outlay	0	0	0	0
<b>Total</b>	<b>77,274</b>	<b>130,519</b>	<b>126,943</b>	<b>126,943</b>

<b>Personnel Authorized</b>	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)
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**Source of Funds**

General Fund	77,274	130,519	126,943	126,943
<b>Total</b>	<b>77,274</b>	<b>130,519</b>	<b>126,943</b>	<b>126,943</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4382 Clinic

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### **Work Program**

Offer health services through an osteopathic manipulative medicine clinic with Doctor of Osteopathic Medicine Students from Western University of Health sciences while continuing to offer health and physical education programs, case management services, along with assistance and referrals to community agencies and services. In addition, continue partnerships and relationships with community social services agencies, mental health clinics and public safety groups and serving as a training center for medical students and mental health clinicians.

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### **Units of Measure**

1. The medical clinic sees over 100 patients annually and serves as a training center for medical students.
  2. A yearly health fair, which averages over 200 attendees, offers flu shots and hearing, structural, and blood pressure tests, as well as information on medical and social programs.
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### **Personnel Services – \$71,733**

Salary requests are for: Health Education Specialist (0.25) – \$13,012, Medical Clinic Specialist (1.00) – \$47,456. Cost allocations are as follows: full-time salaries – \$60,468; benefit costs – \$11,265.

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### **Services and Supplies – \$58,786**

Funding requested is for: program supplies – \$1,750; materials–recycle/clean–up – \$3,500; special contract services – \$50,136; stipends – \$2,800; miscellaneous expenditures – \$600.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4382 Clinic

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Object  
Number

51130      PROGRAM SUPPLIES – \$1,750

Medical clinic supplies, \$1,000

Health Fair, \$750 (General Fund – \$250; Donation – Montclair Hospital Medical Center – \$500)

51430      MATERIALS – RECYCLE/CLEAN-UP – \$3,500

Community Sharps Disposal Program supplies and hazardous waste services.

52450      SPECIAL CONTRACT SERVICES – \$50,136

Contract services in partnership with the Ontario–Montclair School District to fund a case manager.

52920      STIPENDS – \$2,800

Medical Clinic Consejera, \$2,500

Volunteer Student Coordinator, \$300

52990      MISCELLANEOUS EXPENDITURES – \$600

Volunteer expenses, \$500

Certificates/awards, \$100

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4383**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Senior Citizens

### Program Description

Develop, implement, and coordinate educational, social, and recreational programs to meet the diverse and changing needs of the senior population in the community at the Senior Center and other community sites, along with serving as an advocate for the needs of seniors.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	187,444	186,244	181,332	181,332
Services and Supplies	11,000	22,600	22,600	22,600
Capital Outlay	0	0	0	0
<b>Total</b>	<b>198,444</b>	<b>208,844</b>	<b>203,932</b>	<b>203,932</b>
<b>Personnel Authorized</b>	2.00 (FT) 2.00 (PT)	2.00 (FT) 2.00 (PT)	2.00 (FT) 2.00 (PT)	2.00 (FT) 2.00 (PT)

### Source of Funds

General Fund	143,444	158,844	153,932	153,932
Community Dev Block Grant Fund	15,000	10,000	10,000	10,000
Senior Support Services Grant	40,000	40,000	40,000	40,000
<b>Total</b>	<b>198,444</b>	<b>208,844</b>	<b>203,932</b>	<b>203,932</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4383 Senior Citizens

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### **Work Program**

Serves as a comprehensive center for senior services, including legal, financial, case management, physical, social, and transportation services to promote successful aging.

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### **Units of Measure**

The Senior Citizens Program provides activities, education, and services out of the Senior Center to approximately 28,800 participants annually.

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### **Personnel Services – \$186,244**

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$59,637; Recreation Coordinator (1.00) – \$48,285; Transportation Coordinators (2.00/part-time) – \$33,044. Cost allocations are as follows: full-time salaries – \$107,922; part-time salaries – \$33,044; benefit costs – \$45,278.

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### **Services and Supplies – \$22,600**

Funding requested is for: program supplies – \$6,000; special contract services – \$10,000; miscellaneous expenditures – \$6,600.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4383 Senior Citizens

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Object  
Number

51130      PROGRAM SUPPLIES – \$6,000

Food distribution supplies, \$3,000

Helium tank refills, \$900 (DAAS IIIB Senior Supportive Services Grant)

Senior special event and activity supplies, \$2,100 (DAAS IIIB Senior Supportive Services Grant)

52450      SPECIAL CONTRACT SERVICES – \$10,000

Program speakers, entertainment, \$7,000 (DAAS IIIB Senior Supportive Services Grant)

Case Manager, \$3,000

52990      MISCELLANEOUS EXPENDITURES – \$6,600

Annual Volunteer Recognition Dinner, \$3,300

Volunteer expenses, \$700

Montclair Walkers program expenses, \$700

Community Health fair, \$700

Intergenerational program, \$500

Miscellaneous program expenses, \$700

**PROGRAM BUDGET SUMMARY – 1****Program Number 4384**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Nutritional Meals

**Program Description**

Provide a well-balanced nutritional meal service to senior citizens in the community.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	64,909	64,033	64,033	64,033
Services and Supplies	141,650	141,650	141,650	141,650
Capital Outlay	0	0	0	0
<b>Total</b>	<b>206,559</b>	<b>205,683</b>	<b>205,683</b>	<b>205,683</b>
<b>Personnel Authorized</b>	3.00 (PT)	3.00 (PT)	3.00 (PT)	3.00 (PT)

**Source of Funds**

General Fund	7,000	7,000	7,000	7,000
DAAS Grant/Donations	199,559	198,683	198,683	198,683
<b>Total</b>	<b>206,559</b>	<b>205,683</b>	<b>205,683</b>	<b>205,683</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4384 Nutritional Meals

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### **Work Program**

Provide the administration and delivery of a well-balanced nutritional meal service to the senior citizens of the community. Coordinate an outreach service to senior citizens to better assist them in maintaining their independence.

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### **Units of Measure**

The Senior Citizens Lunch Program offers a nutritious lunch each weekday to seniors ages 60 and older. The County of San Bernardino Department of Aging and Adult Services (DAAS) provides additional funding that allows the program to serve up to 23,200 meals annually.

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### **Personnel Services – \$64,033**

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$23,751; Kitchen Assistant (1.00/part-time) – \$17,192; Health Education Intern (0.50/part-time) – \$17,264. Cost allocations are as follows: part-time salaries – \$58,207; benefit costs – \$5,826.

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### **Services and Supplies – \$141,650**

Funding requested is for: program supplies – \$7,500; special consulting services – \$3,100; special contracting services – \$115,350; raw food – \$6,500; reimbursed program costs – \$7,000; miscellaneous expenditures – \$2,200.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4384 Nutritional Meals

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Object  
Number

51130	<u>PROGRAM SUPPLIES</u> – \$7,500 Non–food consumable supplies. (DAAS Grant)
52190	<u>SPECIAL CONSULTING SERVICES</u> – \$3,100 Consultant fees for Dietitian. (DAAS Grant)
52450	<u>SPECIAL CONTRACTING SERVICES</u> – \$115,350 Catered food costs. (DAAS Grant)
52451	<u>RAW FOOD</u> – \$6,500 All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
52870	<u>REIMBURSED PROGRAM COSTS</u> – \$7,000 Senior birthday party expenses.
52871	<u>REIMBURSED PROGRAM COSTS</u> – <\$7,000> Reimbursement to the City from residents for the costs related to senior programs.
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$2,200 San Bernardino County Health Permit, \$580 (DAAS Grant) SAMS/WellSky License, \$1,020 (DAAS Grant) Nutrition Education, \$200 (DAAS Grant) Miscellaneous program expenses, \$400 (DAAS Grant)

***(Subject to the receipt of DAAS grant funding)***

**PROGRAM BUDGET SUMMARY – 1****Program Number 4385**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Human Services		Family and Health Education

**Program Description**

The family and health education program is comprised of the Healthy Montclair Initiative including Por La Vida activities and promotes health and well-being through training, community outreach and engagement.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	55,466	58,076	0	0
Services and Supplies	26,651	33,201	28,201	28,201
Capital Outlay	0	0	0	0
<b>Total</b>	<b>82,117</b>	<b>91,277</b>	<b>28,201</b>	<b>28,201</b>
<b>Personnel Authorized</b>	0.75 (FT)	0.75 (FT)	0.75 (FT)	0.75 (FT)

**Source of Funds**

General Fund	64,966	71,576	8,500	8,500
City of Hope	700	1,000	1,000	1,000
Kaiser Permanente Foundation	0	3,000	3,000	3,000
Healthy Comm. Strategic Plan	16,451	15,701	15,701	15,701
<b>Total</b>	<b>82,117</b>	<b>91,277</b>	<b>28,201</b>	<b>28,201</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4385 Family and Health Education

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### **Work Program**

Family and Health Education is comprised of the Healthy Montclair Initiative which strives to improve the health of all who live, work and play in Montclair. The Healthy Montclair initiative addresses the social determinants of health, including education, healthcare, food, neighborhood/community environment, poverty and safety, through community outreach and engagement. A key program of the initiative is Montclair Por La Vida. Por La Vida trains and educates community members to become *consejeras* or community health workers. These *consejeras* are trained to become leaders in the community promoting health leading many of our community programs.

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### **Units of Measure**

1. An increased knowledge of healthy lifestyle choices by Montclair Por La Vida *consejeras*, community health workers, and participants.
  2. Improve access to health-related resources for primary care, healthy food, physical activities and community resources.
  3. Promote health through community engagement, outreach, and educational activities.
- 

### **Personnel Services – \$58,076**

Salary requests are for: Health Education Specialist (0.75) – \$39,036. Cost allocations are as follows: full-time salaries – \$39,036; benefit costs – \$19,040.

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### **Services and Supplies – \$33,201**

Funding requested is for: program supplies – \$25,701; publication and advertising – \$500; stipend/classroom assistance – \$6,000; miscellaneous expenditures – \$1,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4385 Family and Health Education

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Object  
Number

- 51130      PROGRAM SUPPLIES – \$25,701 *(Only \$20,701 approved in Adopted Budget)*  
Community health, \$13,701 (Healthy Community Strategic Plan – \$9,701; Kaiser Permanente – \$3,000; City of Hope – \$1,000)  
Community Garden and Fruit Park materials, \$12,000 *(Only \$7,000 approved in Adopted Budget)*
- 52090      PUBLICATION AND ADVERTISING – \$500  
Community health programming.
- 52921      STIPEND – CLASSROOM ASSISTANCE – \$6,000  
*Consejeras*, \$6,000 (Healthy Community Strategic Plan)
- 52990      MISCELLANEOUS EXPENDITURES – \$1,000  
Healthy Montclair activity supplies and refreshments.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After-School Program

### Program Description

The Montclair After-School Program (MAP) provides expanded learning opportunities through academic assistance, enrichment and recreation activities to over 1,000 students in kindergarten through eighth grade at 11 sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,152,855	1,807,390	1,807,390	1,807,390
Services and Supplies	314,715	275,835	275,835	275,835
Capital Outlay	0	0	0	0
<b>Total</b>	<b>1,467,570</b>	<b>2,083,225</b>	<b>2,083,225</b>	<b>2,083,225</b>
<b>Personnel Authorized</b>	3.75 (FT) 66.00 (PT)	3.55 (FT) 165.00 (PT)	3.55 (FT) 165.00 (PT)	3.55 (FT) 165.00 (PT)

### Source of Funds

After-School Program Grant Fund	1,342,570	2,083,225	2,083,225	2,083,225
ASES Supplemental Grant Fund	125,000	0	0	0
<b>Total</b>	<b>1,467,570</b>	<b>2,083,225</b>	<b>2,083,225</b>	<b>2,083,225</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Human Services		4387 After-School Program

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### **Work Program**

The Montclair After School Program (MAP), provided in partnership with the Ontario-Montclair School District through After School Education and Safety (ASES) Expanded Learning Program funds, ASES Supplemental funds and the Expanded Learning Opportunity (ELOP) funds offers enrichment programs, homework assistance, physical education, and recreation activities.

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### **Units of Measure**

The Expanded Learning Program provides services to over 1,000 students in kindergarten through eighth grade at 11 sites.

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### **Personnel Services – \$1,807,390**

Salary requests are for: Recreation Manager (0.25) – \$20,582; MAP Supervisor (1.00) – \$70,772; MAP Coordinator (2.00) – \$127,202; Administrative Analyst (0.30) – \$22,166; Senior Learning Leader (11.00/part-time) – \$392,975; Learning Leaders/Substitute Learning Leader (55.00/part-time) – \$969,650. Cost allocations are as follows: full-time salaries – \$240,722; part-time salaries – \$1,362,625; benefit costs – \$204,043.

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### **Services and Supplies – \$225,835**

Funding requested is for: uniforms – \$8,000; program supplies – \$125,000; publication and advertising – \$10,000; special contract services – \$125,000; cellular phone expense – \$7,835.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Human Services

**Program:** 4387 After School Program

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Object  
Number

51100	<u>UNIFORMS</u> – \$8,000 Staff uniforms. (After-School Program Grant)
51130	<u>PROGRAM SUPPLIES</u> – \$125,000 Expanded Learning Program supplies. (After-School Program Grant)
52090	<u>PUBLICATION AND ADVERTISING</u> – \$10,000 Expanded Learning Program advertising materials. (After-School Program Grant)
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$125,000 Staffing services, \$20,000 (After-School Program Grant) MAP Presenters/Speakers/Instructors, \$75,000 (After-School Program Grant) Expanded Learning Program assistance, \$30,000 (After-School Program Grant)
52850	<u>CELLULAR PHONE EXPENSE</u> – \$7,835 Cost for cell phone services. (After-School Program Grant)

*Police Department*



## DEPARTMENT BUDGET SUMMARY

### Department

Police

### Overview

The Police Department meets law enforcement safety needs of the community through the effective utilization of personnel within the Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	9,645,527	11,301,118	10,710,657	10,710,657
Services and Supplies	1,604,988	1,512,969	1,428,055	1,428,055
Capital Outlay	1,321,478	260,100	218,400	218,400
<b>Total</b>	<b>12,571,993</b>	<b>13,074,187</b>	<b>12,357,112</b>	<b>12,357,112</b>

<b>Personnel Authorized</b>	76.50 (FT) 26.00 (PT)	78.50 (FT) 26.00 (PT)	79.00 (FT) 26.00 (PT)	79.00 (FT) 26.00 (PT)
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### Department Distribution

Administration	596,096	541,130	540,094	540,094
Support Services	756,008	893,148	886,148	886,148
Technical Services	430,811	475,711	448,627	448,627
Records	678,217	713,308	686,207	686,207
Investigations	1,559,999	1,573,431	1,511,731	1,511,731
Uniform Patrol	7,337,486	7,641,883	7,105,748	7,105,748
Communications	1,017,792	1,061,980	1,006,526	1,006,526
Volunteer Services	61,918	68,568	68,568	68,568
Emergency Preparedness	133,666	105,028	103,463	103,463
<b>Total</b>	<b>12,571,993</b>	<b>13,074,187</b>	<b>12,357,112</b>	<b>12,357,112</b>

### Source of Funds

General Fund	10,280,571	11,998,169	11,122,188	11,122,188
Forfeiture Fund – State	26,995	0	0	0
Prop 30 / AB 109	50,900	0	0	0
SB 509 Public Safety Fund	555,988	463,068	544,074	544,074
Forfeiture Fund – Federal	143,800	28,620	28,620	28,620
State Forfeiture – 15% Set Aside	7,200	0	0	0
Forfeiture Fund – Treasury	19,960	0	0	0
School District Grant Fund	109,512	124,230	124,230	124,230
COPS ELEAS Grant Fund	349,997	200,000	400,000	400,000
Safety Department Grants	704,766	0	0	0
Equipment Replacement Fund	322,304	260,100	138,000	138,000
<b>Total</b>	<b>12,571,993</b>	<b>13,074,187</b>	<b>12,357,112</b>	<b>12,357,112</b>

# **DETAIL OF SALARIES AND WAGES**

**Department:** Police

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<b><u>Sworn</u></b>							
Executive Dir Public Safety	1.00	1.00	1.00		233,556	116,778	116,778
Admin from other Depts	-0.50	-0.50	0.00		-116,778	0	0
	0.50	0.50	1.00		116,778	116,778	116,778
Captain	1.00	1.00	1.00		188,064	188,064	188,064
Lieutenant	3.00	3.00	3.00		493,308	493,308	493,308
Sergeant	8.00	8.00	8.00		1,018,736	1,018,736	1,018,736
Officer	41.00	43.00	43.00		4,043,897	3,870,184	3,870,184
Admin other Depts - CFDs					-17,457	-17,457	-17,457
<b><u>Civilian</u></b>							
Police Services Supervisor	1.00	1.00	1.00		87,039	73,394	73,394
Administrative Aide	2.00	2.00	2.00		137,864	137,864	137,864
Administrative Specialist	1.00	1.00	1.00		61,170	61,170	61,170
Crime Analyst	1.00	1.00	1.00		67,183	67,183	67,183
Police Dispatch Supervisor	1.00	1.00	1.00		100,573	100,573	100,573
Police Services Specialist	6.00	6.00	6.00		313,445	313,445	313,445
Police Dispatcher	4.00	2.00	2.00		114,354	114,354	114,354
Senior Police Dispatchers	5.00	7.00	7.00		486,608	474,416	474,416
Property Custody Clerk	1.00	1.00	1.00		50,948	50,948	50,948
Receptionist/Office Specialist	1.00	1.00	1.00		43,848	43,848	43,848
Admin other Depts - CFDs					-6,807	-6,807	-6,807
<b><u>Part-Time</u></b>							
Police Officer	1.00	1.00	1.00		52,166	52,166	52,166
Police Background Investigator	1.00	1.00	1.00		37,118	37,118	37,118
Reserve Officer	11.00	11.00	11.00		26,400	26,400	26,400
Police Cadet	9.00	9.00	9.00		102,708	102,708	102,708
Data Entry Clerk	2.00	2.00	2.00		31,580	31,580	31,580
Senior Police Dispatcher (Relief)	2.00	2.00	2.00		30,000	30,000	30,000
Full Time	77.00	79.00	79.00		7,440,593	7,124,265	7,124,265
Admin other Departments	-0.50	-0.50	0.00		-141,042	-24,264	-24,264
Total FT Positions/Salaries	76.50	78.50	79.00		7,299,551	7,100,001	7,100,001
Part Time	26.00	26.00	26.00		279,972	279,972	279,972
Additional Pay					165,592	162,984	162,984
Overtime					819,000	500,000	500,000
Total Salaries & Wages					8,564,115	8,042,957	8,042,957
Benefit Costs					1,605,084	1,549,623	1,549,623
PERS Benefit Costs					1,182,487	1,118,077	1,118,077
Benefit Costs other Depts					-50,568	0	0
Total Benefit Costs					2,737,003	2,667,700	2,667,700
<b>TOTAL</b>					<b>11,301,118</b>	<b>10,710,657</b>	<b>10,710,657</b>

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4421**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Administration

### Program Description

The Chief of Police and his management staff are responsible for developing and administering policies, processes, and feedback systems necessary to create a dynamic and proactive organizational environment conducive to the achievement of Department goals and objectives.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	243,283	266,005	267,009	267,009
Services and Supplies	352,813	275,125	273,085	273,085
Capital Outlay	0	0	0	0
<b>Total</b>	<b>596,096</b>	<b>541,130</b>	<b>540,094</b>	<b>540,094</b>

<b>Personnel Authorized</b>	1.50 (FT)	1.50 (FT)	2.00 (FT)	2.00 (FT)
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### Source of Funds

General Fund	284,649	288,556	288,570	288,570
Forfeiture Fund – State	15,000	0	0	0
SB 509 Public Safety Fund	225,913	223,954	222,904	222,904
Forfeiture Fund – Federal	0	28,620	28,620	28,620
State Forfeiture – 15% Set Aside	7,200	0	0	0
Forfeiture Fund – Treasury	10,724	0	0	0
COPS ELEAS Grant Fund	49,550	0	0	0
Safety Department Grants	3,060	0	0	0
<b>Total</b>	<b>596,096</b>	<b>541,130</b>	<b>540,094</b>	<b>540,094</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4421 Administration

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### **Work Program**

1. Constantly monitor and direct Department operations to assure maximum effectiveness.
  2. Attend regularly scheduled City and Department meetings.
  3. Maintain community involvement by representing the Department at law enforcement and community events and forums.
  4. Develop, update, and maintain police and procedural manual for Department operations.
  5. Process and review employee payroll bi-weekly.
  6. Provide resolution and disciplinary actions, if warranted, for internal investigations.
- 

### **Units of Measure**

1. Measured by the activity and productivity of approximately 100 employees in all nine Department programs.
  2. Attend City Council and City Staff meetings, monthly Department staff meetings, and monthly San Bernardino County Chiefs and Sheriff Association meetings.
  3. Attend law enforcement and/or community events and forums throughout the community.
  4. Update policy and procedural manual annually to incorporate legislative changes and Department directives.
  5. Process and review payroll bi-weekly for approximately 100 employees.
- 

### **Personnel Services – \$266,005**

Salary requests are for: Executive Director of Public Safety (0.50) – \$116,778; Administrative Aide (1.00) – \$68,932; Admin Other Departments – CFDs – <\$6,807>. Cost allocations are as follows: full-time salaries – \$178,903; additional pay – \$900; overtime – \$1,000; benefit costs – \$85,202.

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### **Services and Supplies – \$275,125**

Funding requested is for: books and publications – \$100; dues and memberships – \$2,655; travel and meetings – \$6,490; special contract services – \$225,918; educational grants – \$2,500; small equipment – \$700; cellular phone expenses – \$33,762; miscellaneous expenditures – \$3,000.

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### **Capital Outlay**

No funding requested.

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**WORKSHEET - JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Police

**Program:** 4421 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Executive Director of Public Safety	San Bernardino County Chiefs Meetings and Training	San Bernardino County	TBA	\$440
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2023	\$1,100
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2024	\$2,640
52130	Executive Director of Public Safety	Legislative Day	Sacramento, CA	March 2024	\$1,430
52130	Police Department Staff	Attendance at Awards Banquets	TBA	TBA	\$440
52130	Police Department Staff	Montclair Chamber Breakfasts	TBA	TBA	\$440
<b>Total:</b>					<b>\$6,490</b>

***(Only \$5,500 approved in Adopted Budget)***

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4421 Administration

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Management and supervisory books and publications.

52120      DUES AND MEMBERSHIPS – \$2,655

San Bernardino County Police Chiefs' and Sheriff Association, \$500

California Peace Officers' Association (CPOA) (Chief of Police, Captain, three Lieutenants), \$625

California Police Chiefs' Association (CPCA) (Chief of Police, Captain), \$840

California Law Enforcement Association of Records Supervisors (CLEARS), \$75

Computerized California Law Enforcement Telecommunication System Users Group (CCUG), \$125

California Association of Property and Evidence (CAPE), \$100

National Notary Association (NNA), \$140

California Narcotic Officers' Association (CNOA), \$100

California Chapter of the National Emergency Number Association, Inc. (CALNENA), \$150

52130      TRAVEL AND MEETING EXPENSES – \$6,490 ***(Only \$5,500 approved in Adopted Budget)***

Attendance at legislative, management, administrative and labor conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52450      SPECIAL CONTRACT SERVICES – \$225,918 ***(Only \$224,868 approved in Adopted Budget)***

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$85,300 (SB 509 Fund)

West Covina Service Group (WCSG) software support (includes Computer-Aided Dispatch [CAD], Records Management System [RMS], and all connections, customer service, maintenance, and data lake), \$117,454 (SB 509 Fund)

Annual contract for policy and procedural manual update and Daily Training Bulletins, \$11,300 (SB 509 Fund)

Annual contract for Daily Training Bulletin management services, \$3,300 (SB 509 Fund)

WeTip Annual Membership, \$1,964

Annual subscription for specialized comprehensive law enforcement application software with LEFTA Systems, \$6,600 (SB 509 Fund)

***(Only \$5,550 approved in Adopted Budget)***

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4421 Administration

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Object  
Number

52530      EDUCATIONAL GRANTS – \$2,500

Educational grants for employees returning to college.

52690      SMALL EQUIPMENT – \$700

Shredder for the Administration workroom.

52850      CELLULAR PHONE EXPENSES – \$33,762

Cellular phone service (65 phones) for supervisory, investigatory, and administrative police communications, including School Resource Officers and a social media team, (General Fund – \$5,142; Forfeiture Fund – Federal – \$28,620)

52990      MISCELLANEOUS EXPENDITURES – \$3,000

Department award presentation items.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4422

Department	Division	Program
Police		Support Services

### Program Description

This program is responsible for the coordination and management of Support Services, Technical Services, Investigations, Communications, Records Bureau, and the supervision of the Administrative Aide. Personnel in this department are responsible for conducting internal affairs and pre-employment investigations, conducting research and implementation of new technology to increase efficiency, coordinating personnel and vocational training, as well as providing support services for all Department programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	745,603	881,963	874,963	874,963
Services and Supplies	10,405	11,185	11,185	11,185
Capital Outlay	0	0	0	0
<b>Total</b>	<b>756,008</b>	<b>893,148</b>	<b>886,148</b>	<b>886,148</b>

<b>Personnel Authorized</b>	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)
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### Source of Funds

General Fund	748,458	885,248	878,248	878,248
SB 509 Public Safety Fund	7,550	7,900	7,900	7,900
<b>Total</b>	<b>756,008</b>	<b>893,148</b>	<b>886,148</b>	<b>886,148</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4422 Support Services

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### **Work Program**

1. Coordinate and schedule allied agencies' use of the range facility.
  2. Provide opportunities for career development needs of Department personnel.
  3. Audit and maintain Department training records.
  4. Assist and coordinate the training programs for all Department personnel that meet the standards set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.) and the City of Montclair.
  5. Conduct internal affairs and pre-employment investigations.
  6. Oversee preparations and audit of budget process.
  7. Schedule, audit, and maintain overall purchasing for the Department.
  8. Evaluate and manage Technical Services.
  9. Maintain and update policy manual annually.
- 

### **Units of Measure**

1. Maintain contractual agreements and range use for allied law enforcement agencies.
  2. Provide appropriate training for approximately 100 employees.
  3. Audit and maintain Department training records for approximately 100 employees.
  4. Maintain agency compliance with State and City mandates for training.
  5. Complete quality mandated internal affairs investigations and pre-employment investigations within four months of assignment.
  6. Complete an accurate and timely submission of the annual budget and operate within budgeted funds.
  7. Perform product research, purchasing, audit, and invoice processing on a daily basis.
  8. Monitor the quality of services provided by Technical Services, Investigations, Records Bureau, and Communications.
  9. Manage departmental grants.
- 

### **Personnel Services – \$881,963**

Salary requests are for: Captain (1.00) – \$188,064; Lieutenant (1.00) – \$164,436; Police Officer (1.00) – \$104,333; Administrative Aide (1.00) – \$68,932; Police Officer (1.00/part-time) – \$52,166; Police Background Investigator (1.00/part-time) – \$37,118. Cost allocations are as follows: full-time salaries – \$525,765; part-time salaries – \$89,284; additional pay – \$4,348; overtime – \$12,000; benefit costs – \$250,566.

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### **Services and Supplies – \$11,185**

Funding requested is for: books and publications – \$2,085; special contract services – \$7,900; miscellaneous expenditures – \$1,200.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4422 Support Services

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$2,085

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,270  
Penal code books (7 @ \$85 each), \$595  
Vehicle code books (2 @ \$110 each), \$220

52450      SPECIAL CONTRACT SERVICES – \$7,900

Training Management System annual software maintenance, \$800 (SB 509 Fund)  
PUMA software maintenance, \$4,500 (SB 509 Fund)  
Transcription services, \$2,600 (SB 509 Fund)

52990      MISCELLANEOUS EXPENDITURES – \$1,200

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, special mailings, and refreshments for Department hosted meetings.

**PROGRAM BUDGET SUMMARY – 1****Program Number 4423**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Technical Services

**Program Description**

Personnel in this program are responsible for providing support services for the Department in the areas of research and purchasing of vehicles, radios, and other necessary equipment for the Department; and conducting auctions for surplus equipment.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	201,276	210,227	210,227	210,227
Services and Supplies	229,535	265,484	238,400	238,400
Capital Outlay	0	0	0	0
<b>Total</b>	<b>430,811</b>	<b>475,711</b>	<b>448,627</b>	<b>448,627</b>
<b>Personnel Authorized</b>	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)

**Source of Funds**

General Fund	401,676	438,217	416,627	416,627
SB 509 Public Safety Fund	29,135	37,494	32,000	32,000
<b>Total</b>	<b>430,811</b>	<b>475,711</b>	<b>448,627</b>	<b>448,627</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4423 Technical Services

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### **Work Program**

1. Provide maintenance and repair for all Department equipment.
  2. Provide support to Field Services Division in vehicle parking enforcement throughout the City.
  3. Perform Live Scan fingerprinting services for the public.
  4. Provide cadets for special Department functions.
  5. Provide support and supervision of cadet's daily activities.
- 

### **Units of Measure**

1. Availability of serviceable Department equipment.
  2. Issue between 8,000 – 10,000 parking enforcement citations.
  3. Process weekly Live Scan fingerprint applicants.
  4. Take 16 vehicles for service monthly.
  5. Take 20 vehicles for cleaning weekly.
  6. Schedule and direct daily activities of nine cadets.
  7. Wash Police and City vehicles.
- 

### **Personnel Services – \$210,227**

Salary requests are for: Sergeant (0.50) – \$65,651; Police Cadet (9.00/part-time) – \$102,708. Cost allocations are as follows: full-time salaries – \$65,651; part-time salaries – \$102,708; additional pay – \$1,393; overtime - \$3,000; benefit costs – \$37,475.

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### **Services and Supplies – \$265,484**

Funding requested is for: program supplies – \$26,590; special contract services – \$200,000; postage – \$200; small equipment – \$37,494; miscellaneous expenditures – \$1,200.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4423 Technical Services

Object  
Number

51130      PROGRAM SUPPLIES – \$26,590 ***(Only \$20,000 approved in Adopted Budget)***

Laminating supplies, supplies for first aid bags, flares, premix solution and mouth pieces for preliminary alcohol screening devices, Webril handi-pads for Live Scan machine, spit hoods, crime scene tape, marking paint and chalk, huck towels, disposable towels, and miscellaneous supplies for patrol cars, \$6,500  
Hand sanitizer, latex gloves, disinfectant spray and wipes, facemasks and respirators, chlorine dioxide disinfectant solutions, and isopropyl alcohol, \$8,000  
Replacement batteries for patrol rifles, \$220  
Replacement batteries for digital recorders, cameras, and various office equipment, \$750  
Replacement batteries for radars (2 @ \$180 each), \$360  
Replacement batteries for lidars (4 @ \$160 each), \$640  
Electrodes for automated external defibrillators (15 infant @ \$120 each and 20 adult @ \$35 each), \$2,500  
Bag valve masks (25 adult @ \$20 each), \$500  
Chest seals (20 @ \$20 each), \$400  
Gas mask filters (84 @ \$80 each), \$6,720

52450      SPECIAL CONTRACT SERVICES – \$200,000 ***(Only \$185,000 approved in Adopted Budget)***

Yearly contract with All City Management Services, Inc. to provide crossing guard services at City intersections.

52670      POSTAGE – \$200

Shipping fees.

52690      SMALL EQUIPMENT – \$37,494 (SB 509 Fund) ***(Only \$32,000 approved in Adopted Budget)***

TASER holsters (10 @ \$71 each), \$710  
TASER devices (10 @ \$1,400 each), \$14,000  
TASER cartridges (100 @ \$40 each), \$4,000  
TASER batteries (10 @ \$80 each), \$800  
Impress charger (10 @ \$175 each), \$1,750  
Digital voice recorders (10 @ \$440 each), \$4,400

(continued on next page)

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4423 Technical Services

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Object  
Number

52690      SMALL EQUIPMENT – continued

Cell phone holders, mounts, and repair parts, \$500

Ballistic helmet repair parts, \$200

Motorola antennas and parts, \$500

Preliminary alcohol screening device (1 @ \$725 each), \$725

Spike strips (4 @ \$600 each), \$2,400

Tint meter, \$185

Mobile Field Force powered air-purifying respirators (C420 – PAPR) (2 @ \$1,812 each), \$3,624

Defibrillator, \$3,700

52990      MISCELLANEOUS EXPENDITURES – \$1,200

Key duplication, \$400

Auto detailing services for eight Police Department vehicles, \$800

## PROGRAM BUDGET SUMMARY – 1

Program Number 4424

Department	Division	Program
Police		Records

### Program Description

This program is responsible for providing support services in the areas of clerical operations, report transcription, and computer data entry and retrieval; maintaining record security; releasing information pursuant to legal authority and subpoena; performing document imaging; retention and destruction of records; supplying information in the form of statistical reports; processing FI cards and pawn slips; providing customer service; processing false alarm activation notices for billing; processing notice to appear citations, parking citations, administrative citations, and related administrative review and hearing documents; sealing records pursuant to court order; scheduling applicant Live Scan fingerprint appointments; and overseeing training, system access, and periodic audit of in-house and law enforcement databases.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	666,217	701,308	674,207	674,207
Services and Supplies	12,000	12,000	12,000	12,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>678,217</b>	<b>713,308</b>	<b>686,207</b>	<b>686,207</b>

<b>Personnel Authorized</b>	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)
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### Source of Funds

General Fund	678,217	713,308	686,207	686,207
<b>Total</b>	<b>678,217</b>	<b>713,308</b>	<b>686,207</b>	<b>686,207</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4424 Records

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### **Work Program**

1. Process District Attorney discovery requests and public record requests.
  2. Provide data entry, transcription, processing, and distribution of police reports and data entry of FI cards.
  3. Process parking, notice to appear, and administrative citations and parking citation administrative reviews.
  4. Process false alarm activation notices for Finance Division billing.
  5. Process requests for information, report copies, background checks, and local record checks.
  6. Perform document imaging for record retention and purging of records.
  7. Process documentation for stored, impounded, and repossessed vehicles and their release.
  8. Provide Live Scan applicant fingerprinting appointment services.
  9. Prepare State mandated reports and conduct audits of law enforcement database use.
  10. Provide customer service in-person and by telephone.
- 

### **Units of Measure**

1. Process approximately 800 District Attorney discovery requests and public record requests annually.
  2. Process in-custody police reports within 24 hours and other reports by the end of the reporting month.  
Approximately 5,370 police reports involving 1,665 arrests and 1,170 FI cards processed annually.
  3. Process citations and parking citation administrative review documents within one week of receipt.  
Approximately 2,220 notice to appear citations; 8,000 – 10,000 parking citations; and 165 administrative review documents processed annually.
  4. Process false alarm activation notices daily. Approximately 1,230 notices processed annually.
  5. Process requests for information and copies of records received annually.
  6. Scan police reports weekly for retention. Approximately 8 hours of scanning accomplished weekly.
  7. Process CLETS entries, data entry, and documentation for approximately 2,000 vehicle records annually.
  8. Provide weekly Live Scan fingerprint appointment scheduling services for City of Montclair employment applicants.
  9. Prepare State mandated statistical reports monthly and conduct audits of law enforcement database use pursuant to system requirements. Reports and audits are completed by required deadlines.
  10. Staff the Records Bureau seven days per week. The Records Bureau is staffed 362 days per year.
- 

### **Personnel Services – \$701,308**

Salary requests are for: Police Services Supervisor (1.00) – \$87,039; Police Services Specialist (6.00) – \$313,445; Receptionist/Office Specialist (1.00) – \$43,848; Data Entry Clerk (2.00/part-time) – \$31,580. Cost allocations are as follows: full-time salaries – \$444,332; part-time salaries – \$31,580; additional pay – \$3,480; overtime – \$20,000; benefit costs – \$201,916.

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### **Services and Supplies – \$12,000**

Funding requested is for: office supplies – direct – \$12,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4424 Records

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Object  
Number

51060      OFFICE SUPPLIES – DIRECT – \$12,000

Printing and purchase of various crime report forms, alarm cards, parking citations, notice to appear citations, and citation correction forms required for traffic enforcement programs, and miscellaneous operational forms; report folders and number tabs for police reports, \$11,700  
Special office orders such as customized stamps, name plates, and monthly planners, \$300

**PROGRAM BUDGET SUMMARY – 1****Program Number 4425**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Investigations

**Program Description**

This program is responsible for providing investigative follow-up based on solvability factors of reported crimes for the purpose of apprehension of suspects and recovery of stolen property. Personnel in this program provide narcotic enforcement; strive for case clearances; provide tracking and enforcement of sex, narcotics, arson, and gang registrants; and prepare cases for presentation to the District Attorney's office for successful prosecution.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,202,012	1,305,086	1,285,086	1,285,086
Services and Supplies	221,440	226,645	226,645	226,645
Capital Outlay	136,547	41,700	0	0
<b>Total</b>	<b>1,559,999</b>	<b>1,573,431</b>	<b>1,511,731</b>	<b>1,511,731</b>
<b>Personnel Authorized</b>	9.00 (FT)	9.00 (FT)	9.00 (FT)	9.00 (FT)

**Source of Funds**

General Fund	1,245,712	1,362,736	1,260,586	1,260,586
Forfeiture Fund – State	7,500	0	0	0
SB 509 Public Safety Fund	170,240	168,995	176,145	176,145
COPS ELEAS Grant Fund	100,447	0	75,000	75,000
Equipment Replacement Fund	36,100	41,700	0	0
<b>Total</b>	<b>1,559,999</b>	<b>1,573,431</b>	<b>1,511,731</b>	<b>1,511,731</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4425 Investigations

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### **Work Program**

1. Maintain and process evidence and property coming into the custody of the Department.
  2. Provide firearms range training for sworn personnel.
  3. Investigate cases with potential for clearances based on solvability factors.
  4. Initiate and investigate drug related cases (IRNET).
- 

### **Units of Measure**

1. Maintain and process evidence and property for approximately 5,370 crime reports, resulting in approximately 2,200 individual items annually.
  2. Provide monthly range training for 55 officers and 11 reserve officers. Of the 12 range training sessions, 6 are mandatory. New officers also attend special range sessions for department specific firearm certification.
  3. Strive for 100% case clearance on cases assigned to the unit for additional follow-up.
- 

### **Personnel Services – \$1,305,086**

Salary requests are for: Sergeant (1.00) – \$138,690; Police Officer (5.00) – \$521,665; Administrative Specialist (1.00) – \$61,170; Crime Analyst (1.00) – \$67,183; Property Custody Clerk (1.00) – \$50,948. Cost allocations are as follows: full-time salaries – \$839,656; additional pay – \$35,713; overtime – \$100,000; benefit costs – \$329,717.

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### **Services and Supplies – \$226,645**

Funding requested is for: range supplies – \$20,500; program supplies – \$5,500; data processing – \$3,000; special investigations – \$8,000; special contract services – \$176,145; medical services – \$5,000; small equipment – \$5,400; miscellaneous expenditures – \$3,100.

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### **Capital Outlay – \$41,700**

Funding is requested for: one investigations vehicle – \$34,200; emergency equipment for one investigations vehicle – \$7,500.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4425 Investigations

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Object  
Number

51040      RANGE SUPPLIES – \$20,500

Range supplies including targets, ammunition, cleaning equipment, \$16,000  
Range ammunition for mandated short-barrel rifle training for new officers (10 @ \$450), \$4,500

51130      PROGRAM SUPPLIES – \$5,500

Miscellaneous investigation supplies used during crime scene investigations and in-house evidence processing including, but not limited to, bulk storage barrels; various fingerprint brushes, powders, and lifting tapes; evidence tags; security seals; evidence box sealing tape; drying locker carbon and pre-filters; drying locker cabinet tags; downflow latent print dusting station HEPA and pre-filters; Kraft evidence bags; Kraft paper roll; heat sealer poly tubing roll; shoe covers; gunshot residue kits; backing cards; knife and gun boxes; marking items; and syringe collection tubes.

52250      DATA PROCESSING – \$3,000

Accurant – Service fee for information and data search services for investigators.

52440      SPECIAL INVESTIGATIONS – \$8,000

Confidential informant funds, \$6,000  
Extraditions from other law enforcement jurisdictions, \$1,000  
Expenditures to include travel, DNA testing, and other investigative follow-up techniques, \$1,000

52450      SPECIAL CONTRACT SERVICES – \$176,145

Annual Cal-ID contract, \$45,000 (SB 509 Fund)  
Leica laser scanning forensic mapping system annual software subscription services with Precision Survey Supply, LLC, \$8,550 (SB 509 Fund)  
Yearly contract with Vigilant Solutions, LLC for access to license plate recognition (LPR) data, \$8,715 (SB 509 Fund)  
Annual subscription for facial recognition software platform access with AFR Engine, \$5,000 (SB 509 Fund)  
Annual subscription to monitor two mobile GPS tracking units with LiveView GPS Inc., \$1,010 (SB 509 Fund)

(continued on next page)

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4425 Investigations

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

Annual tracking service fee for two electronic stakeout tracker systems with 3SI Security Systems, Inc., \$720 (SB 509 Fund)

Yearly lease of 40 automated license plate reader cameras with Flock Group, Inc., \$100,000 (SB 509 Fund)

Annual subscription for cellular phone data mapping and analysis software (TRAX) with LexisNexis, \$7,150 (***Moved to SB 509 Fund***)

52460      MEDICAL SERVICES – \$5,000

Annual contract for services provided by San Bernardino County Child Assessment Center and Law Enforcement Medical Services.

52690      SMALL EQUIPMENT – \$5,400

Chairs for the Detective Bureau (9 @ \$600 each)

52990      MISCELLANEOUS EXPENDITURES – \$3,100

Electronic cell phone data search warrants, including pen registers, GPS pings, cell tower dumps, and duplicate records production, \$1,000

Cleanups from significant incidents, such as shootings and traffic collisions, \$600

Newspaper ads for notices of unclaimed money in the Police Department Refundable Deposits account, \$1,500

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4425 Investigations

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	Investigations Vehicle	Unit #433, currently assigned to Investigations, is in need of replacement. This 2006 Chevrolet Malibu has high mileage and is currently in need of a computer module, which would cost more than the value of the vehicle. Many parts are no longer available for this 17-year-old vehicle, and junkyard parts were used for recent repairs. The City mechanic reviewed and approved this replacement recommendation. The Department is requesting to purchase one 2024 Honda Accord LX. (Equipment Replacement Fund)	\$34,200
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one investigations vehicle. (Equipment Replacement Fund)	\$7,500
			<b>Total: \$41,700</b>

***(Not approved in Adopted Budget)***

**PROGRAM BUDGET SUMMARY – 1****Program Number 4426**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Field Services	Uniform Patrol

**Program Description**

Uniform Patrol encompasses the basic line function of the Police Department. Personnel in this division are responsible for providing 24-hour uniformed service for emergencies, calls for service by the community, preliminary investigations, arrests, traffic related activities, and narcotic interdiction.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	5,446,756	6,734,818	6,250,908	6,250,908
Services and Supplies	753,630	688,665	636,440	636,440
Capital Outlay	1,137,100	218,400	218,400	218,400
<b>Total</b>	<b>7,337,486</b>	<b>7,641,883</b>	<b>7,105,748</b>	<b>7,105,748</b>
<b>Personnel Authorized</b>	43.00 (FT)	45.00 (FT)	45.00 (FT)	45.00 (FT)

**Source of Funds**

General Fund	5,764,914	7,081,028	6,419,893	6,419,893
Forfeiture Fund – State	4,495	0	0	0
Prop 30 / AB 109	50,900	0	0	0
SB 509 Public Safety Fund	114,550	18,225	98,625	98,625
Forfeiture Fund – Federal	143,800	0	0	0
Forfeiture Fund – Treasury	9,236	0	0	0
School District Grant Fund	109,512	124,230	124,230	124,230
COPS ELEAS Grant Fund	200,000	200,000	325,000	325,000
Safety Department Grants	653,875	0	0	0
Equipment Replacement Fund	286,204	218,400	138,000	138,000
<b>Total</b>	<b>7,337,486</b>	<b>7,641,883</b>	<b>7,105,748</b>	<b>7,105,748</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police	Field Services	4426 Uniform Patrol

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### **Work Program**

1. Respond to community requests for police services and engage in proactive patrol activities.
  2. Provide orderly flow of traffic throughout the City through education and enforcement stops.
  3. Reduce the overall crime rate through enforcement and development of partnerships with the community.
  4. Deploy the Special Enforcement Team, School Resource Officer, Traffic Enforcement Bureau, and Community Relations Division.
- 

### **Units of Measure**

1. Respond to Priority One calls for service within 2.5 minutes and Priority Two calls for service within 15 minutes.
  2. Reduce total number of traffic collisions (539) through increased enforcement and education.
  3. Increase the number of graffiti related arrests by 2% through proactive and reactive investigative techniques.
  4. Decrease overall part one crime rate (1,951) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
  5. Increase self-initiated narcotic investigations by 2%.
- 

### **Personnel Services – \$6,734,818**

Salary requests are for: Lieutenant (2.00) – \$328,872; Sergeant (6.00) – \$748,744; Police Officer (37.00) – \$3,417,899; Admin Other Departments – CFDs – <\$17,457>. Cost allocations are as follows: full-time salaries – \$4,478,058; additional pay – \$91,965; overtime – \$600,000; benefit costs – \$1,564,795.

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### **Services and Supplies – \$688,665**

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$41,425; ballistic vest reimbursement – <\$8,500>; program supplies – \$1,625; personnel protective equipment – \$21,200; gasoline – \$170,000; diesel fuel – \$17,500; maintenance – transportation and work equipment – \$7,500; maintenance – other equipment – \$9,000; special contract services – \$243,225; medical services – \$70,000; vocational training – \$47,000; personnel training – \$58,800; small equipment – \$5,290; recruitment expense – \$4,000.

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### **Capital Outlay – \$218,400**

Funding is requested for: three patrol vehicles – \$138,000; emergency equipment for three patrol vehicles – \$80,400.

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**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Police Officers and Sergeants	HAZMAT / Bloodborne Pathogens (OSHA)	MPD / Online	TBA	\$4,000
52540	TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee	Basic Police Academy (Tuition/EVOC, uniform, range ammunition)	San Bernardino, CA	TBA	\$43,000
				<b>Total:</b>	<b>\$47,000</b>

*(Only \$40,000 approved in Adopted Budget)*

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – PERSONNEL TRAINING**

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	Supervisors, Field Training Officers (12)	Legal Update (4 hours)	Fontana, CA	December 2023	\$1,700
52570	TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$3,250
52570	Police Dispatchers (All)	Dispatch Training (Mandated CPT) Various Courses (24 hours)	TBA	TBA	\$4,500
52570	Police Officers and Sergeants (Various)	Advanced Officer Training (CPT) various courses in addition to POST mandated Driver Training, Arrest and Control, Firearms, Performa Use of Force PSP Strategic Communi- cations, and Implicit Bias and Community Policing	TBA	TBA	\$15,000
52570	J. Aguilar, Sergeant R. Godoy, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$700
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$1,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New FTO Crisis Intervention (Mandated-hours)	Riverside, CA	TBA	\$600

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – PERSONNEL TRAINING**

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	G. Fonseca, Police Officer D. Rodriguez, Police Officer A. Hernandez, Police Officer J. Cardenas-Borboa, Police Officer M. Hidalgo, Police Officer D. Mireles, Police Officer S. Herrera, Police Officer A. Barrera, Police Officer E. Zamora, Police Officer T. Mondrala, Police Officer D. Santoro, Police Officer J. Yoteco, Police Officer A. Stevens, Police Officer M. Rubalcava-Delgadillo, Police Officer I. Mendez, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$4,500
52570	TBA, Detective TBA, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO	FTO Re-Certification	Riverside, CA	TBA	\$400
52570	J. Riedell, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	TBA	\$4,500
52570	TBA, Sergeant	POST Supervisory Course	Riverside, CA	TBA	\$2,000
52570	TBA, Police Officer TBA, Police Officer	CDR Technician and Analyst Certifications	TBA	TBA	\$2,200
552570	TBA, Lieutenant	Management Training	San Diego, CA	TBA	\$2,500

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – PERSONNEL TRAINING**

**Department:** Police

**Program:** 4426 Uniform Patrol

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52570	TBA, Lieutenant B. Saravia, Dispatch Supervisor	Budget School	San Clemente, CA	TBA	\$2,500
52570	TBA, Captain	Executive Development	TBA	TBA	\$3,750
52570	J. Lopez, Police Officer E. Zamora, Police Officer	Intermediate Collision Training	San Bernardino, CA	TBA	\$600
52570	TBA, Lieutenant TBA, Sergeant TBA, Sergeant	Internal Investigations Training	TBA	TBA	\$2,850
52570	G. Fonseca, Police Officer D. Rodriguez, Police Officer A. Hernandez, Police Officer J. Cardenas-Borboa, Police Officer M. Hidalgo, Police Officer D. Mireles, Police Officer S. Herrera, Police Officer A. Barrera, Police Officer E. Zamora, Police Officer T. Mondrala, Police Officer D. Santoro, Police Officer J. Yoteco, Police Officer A. Stevens, Police Officer M. Rubalcava-Delgadillo, Police Officer I. Mendez, Police Officer	DUI Training	TBA	TBA	\$5,250
					<b>Total: \$58,800</b>

***(Only \$45,000 approved in Adopted Budget)***

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4426 Uniform Patrol

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$300

Various critical incident support books.

51030      PRISONER MEALS – \$300

Meals for detainees.

51100      UNIFORMS – \$41,425 *(Only \$35,000 approved in Adopted Budget)*

Administrative Services uniforms, \$400

Support Services uniforms, \$1,000

Technical Services uniforms, including cadet uniforms, \$1,000

Records Bureau uniforms, \$3,000

Investigations Bureau uniforms, \$800

Communication Services uniforms, \$3,500

Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$1,000

Uniform Patrol uniforms and patches, \$24,000

Alternate duty uniforms (30 @ \$125 each), \$3,750

Uniform work boots for patrol officers (17 @ \$75 each), \$1,275

Uniform work boots for reserve officers (3 @ \$75 each), \$225

Uniform work boots for Records and Communication personnel (5 @ \$75 each), \$375

Class A uniform hats, \$1,100

51101      BALLISTIC VEST REIMBURSEMENT – <\$8,500>

Reimbursement through grants for a portion of the ballistic body armor.

51130      PROGRAM SUPPLIES – \$1,625

Inert Pepperball rounds for less lethal training, \$675

Bean bags for less lethal training, \$950

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4426 Uniform Patrol

Object  
Number

51140      PERSONNEL PROTECTIVE EQUIPMENT – \$21,200

Concealable ballistic body armor (20 @ \$850 each), \$17,000

Tactical vest carriers (7 @ \$600 each), \$4,200

51500      GASOLINE – \$170,000 (***Only \$155,000 approved in Adopted Budget***)

Gasoline used in the operation of patrol and fire vehicles.

51510      DIESEL FUEL – \$17,500

Diesel fuel used in the operation of fire vehicles and the police generator.

52030      MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$7,500

Routine maintenance of two police motorcycles, \$3,000

Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500

52050      MAINTENANCE – OTHER EQUIPMENT – \$9,000

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, Live Scan machine, fire suppression equipment, blood alcohol level intoximeters, mobile data computers, tasers, and digital voice recorders; pepperball gun repairs, \$3,550

Less lethal shotgun foregrip and stock repairs, \$1,000

General maintenance of range ventilation system, \$4,450

52450      SPECIAL CONTRACT SERVICES – \$243,225

Contract security for Montclair Transcenter, \$225,000

Watchguard annual redactive software maintenance, \$1,800 (SB 509 Fund)

Watchguard annual evidence library software maintenance, \$2,755 (SB 509 Fund)

Annual fee for LexisNexis Desk Officer Online Reporting System (DORS), \$13,670 (SB 509 Fund)

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4426 Uniform Patrol

Object  
Number

52460      MEDICAL SERVICES – \$70,000 *(Only \$60,000 approved in Adopted Budget)*

Prisoner blood withdrawals, blood alcohol kits, and drug screens.

52540      VOCATIONAL TRAINING – \$47,000 *(Only \$40,000 approved in Adopted Budget)*

Attendance at vocational training classes for all department programs – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule B – Vocational Training."

52570      PERSONNEL TRAINING – \$58,800 *(Only \$45,000 approved in Adopted Budget)*

Attendance at Police Officer Standards and Training (P.O.S.T.) training classes for all department programs – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule B – Vocational Training."

52690      SMALL EQUIPMENT – \$5,290

Belt keepers (8 @ \$25 each), \$200  
Handcuff cases (4 @ \$40 each), \$160  
Magazine holders (8 @ \$55 each), \$440  
HT holder (2 @ \$45 each), \$90  
Baton ring (3 @ \$10 each), \$30  
Sam Browne Belts (12 @ \$60 each), \$720  
Handcuffs (5 @ \$35 each), \$175  
Pepper spray (one case of 25), \$375  
Active shooter clips (10 @ \$10 each), \$100  
Holsters (20 @ \$150 each), \$3,000

54941      RECRUITMENT EXPENSE – \$4,000

Costs incurred during personnel recruitment efforts (travel, transportation, hotel accommodations, and miscellaneous supplies).

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Police

**Program:** 4426 Uniform Patrol

Object Code	Item	Justification	Cost
62020	Patrol Vehicles	The Department currently has three patrol vehicles that are in need of replacement: three 2016 Ford Interceptor Utility vehicles (Units #417, #419, and #420). Unit #417 has high mileage, torn seats and floor, several dents and scratches, and faded door wraps and graphics. It has had numerous issues with its emission system, charging system, A/C system, and its seatbelts. The motor mounts and PTU have been replaced, and the powertrain is out of warranty. Unit #419 has high mileage, torn seats and floor, several dents and scratches, and faded door wraps and graphics. The motor mounts, ignition coils, and water pump have been replaced, and the A/C has been repaired two times. It has had issues with its charging system, and the powertrain is out of warranty. Unit #420 was approved for replacement in the FY 2022-23 Budget; however, it was kept in service one additional year due to another patrol vehicle (Unit #412) that was totaled during a traffic collision and taken out of service. Unit #420 has also been involved in several traffic collisions, it has high mileage, the interior is significantly worn, and it has several dents and scratches, including faded door wraps and graphics. It has had continued electrical and charging issues; the motor, trans mounts, torque strut, and A/C compressor have all been replaced; and the powertrain is out of warranty. The City mechanic reviewed and approved these three replacement recommendations. The Department is requesting to purchase three new 2024 Ford Interceptor Utility vehicles (3 @ \$46,000 each). (Equipment Replacement Fund)	\$138,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for three new patrol vehicles (3 @ \$26,800 each). (Equipment Replacement Fund) <b><i>(Moved to SB509 Fund)</i></b>	\$80,400
<b>Total:</b>			<b>\$218,400</b>



**PROGRAM BUDGET SUMMARY – 1****Program Number 4427**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Field Services	Communications

**Program Description**

This program is responsible for providing a 24-hour-a-day public safety answering point and communications system for community requests for emergency services, including the entry of information into the California Law Enforcement Telecommunications System and its numerous systems, and the monitoring of video surveillance cameras located at the Montclair Transcenter and the Montclair Police Department.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	998,020	1,049,630	996,176	996,176
Services and Supplies	10,370	12,350	10,350	10,350
Capital Outlay	9,402	0	0	0
<b>Total</b>	<b>1,017,792</b>	<b>1,061,980</b>	<b>1,006,526</b>	<b>1,006,526</b>
<b>Personnel Authorized</b>	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)

**Source of Funds**

General Fund	999,790	1,055,480	1,000,026	1,000,026
SB 509 Public Safety Fund	8,600	6,500	6,500	6,500
Safety Department Grants	9,402	0	0	0
<b>Total</b>	<b>1,017,792</b>	<b>1,061,980</b>	<b>1,006,526</b>	<b>1,006,526</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police	Field Services	4427 Communications

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### **Work Program**

1. Serve as Primary Safety Answering Point (PSAP) for 9-1-1 police and fire calls 24 hours per day, seven days per week.
  2. Provide 24-hour-per-day telecommunications service for the community.
  3. Provide communication support to all Department programs.
  4. Provide a communication network with other police service agencies, including confirmation and abstraction of warrants and radio broadcasts.
  5. Utilize technical systems to provide law enforcement support for field personnel.
  6. Provide prompt response times for 9-1-1 and non-emergency calls for service.
- 

### **Units of Measure**

1. Provide public contact personnel 24 hours per day, seven days per week. Dispatch is staffed 365 days per year, answering approximately 64,837 calls for service. Of those calls, approximately 16,553 are 9-1-1; 40,254 are non-emergency calls; and 8,030 are officer initiated.
  2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 21,671 outbound calls initiated by dispatch personnel annually.
  3. Of the total calls received into the dispatch center 36,545 resulted in a documented entry into the CAD system.
  4. Exchange information with outside agencies to help facilitate approximately 364 warrant arrests annually.
  5. Monitoring and continuous use of 12 technical computer systems and multiple radio channels in the Communication Center and at each dispatch console. Monitor Text to 9-1-1 and GPS tracking systems.
  6. Dispatch Priority One calls for service within 2.5 minutes and Priority Two calls for service within 15 minutes.
  7. Complete all CLETS transactions within State and Federal mandated time frames.
- 

### **Personnel Services – \$1,049,630**

Salary requests are for: Police Dispatch Supervisor (1.00) – \$100,573; Police Dispatcher (2.00) – \$114,354; Senior Police Dispatcher (7.00) – \$486,608; Sr. Police Dispatcher (2.00/part-time) – \$30,000. Cost allocations are as follows: full-time salaries – \$701,535; part-time salaries – \$30,000; additional pay – \$2,400; overtime – \$80,000; benefit costs – \$235,695.

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### **Services and Supplies – \$12,350**

Funding requested is for: special contract services – \$8,580; small equipment – \$3,770.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4427 Communications

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$8,580

Contract with Language Line Services, Inc. for foreign language translation, \$6,500 (SB 509 Fund)

Contract with Corelogic Solutions, LLC for GIS mapping data access for use in CAD/RMS and Next Generation 9-1-1 services, \$2,080

52690      SMALL EQUIPMENT – \$3,770 *(Only \$1,770 approved in Adopted Budget)*

Refrigerator, \$2,000 *(Not approved in Adopted Budget)*

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Wireless adaptor base, \$425

In-line mute switches, \$85

Disinfectant wipes, \$400

**PROGRAM BUDGET SUMMARY – 1****Program Number 4428**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police	Support Services	Volunteer Services

**Program Description**

This program is responsible for providing support services to the Department through Reserve Officers, Police Volunteers, and Chaplains. Personnel in this program conduct police services during high school sporting events and public events at City facilities as well as conduct special traffic enforcement, including holiday traffic control.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	52,418	52,418	52,418	52,418
Services and Supplies	9,500	16,150	16,150	16,150
Capital Outlay	0	0	0	0
<b>Total</b>	<b>61,918</b>	<b>68,568</b>	<b>68,568</b>	<b>68,568</b>
<b>Personnel Authorized</b>	11.00 (PT)	11.00 (PT)	11.00 (PT)	11.00 (PT)

**Source of Funds**

General Fund	61,918	68,568	68,568	68,568
<b>Total</b>	<b>61,918</b>	<b>68,568</b>	<b>68,568</b>	<b>68,568</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police	Support Services	4428 Volunteer Services

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### **Work Program**

1. Maintain and coordinate a Reserve Officer Program.
  2. Maintain and coordinate a Chaplain Program.
  3. Conduct police services during high school sporting events and public events at City facilities.
  4. Conduct special traffic enforcement, including holiday traffic control.
- 

### **Units of Measure**

1. Ensure minimum service of 25 hours per month is worked by each Reserve Officer.
  2. Ensure service of 20 hours per month is donated by each Chaplain.
  3. Conduct police services and special traffic enforcement for approximately 100 events annually.
- 

### **Personnel Services – \$52,418**

Salary requests are for: Reserve Officer (11.00/part-time) – \$26,400; and Police Chaplains. Cost allocations are as follows: part-time salaries – \$26,400; additional pay – \$24,000; benefit costs – \$2,018.

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### **Services and Supplies – \$16,150**

Funding requested is for: vocational training – \$11,150; miscellaneous expenditures – \$5,000.

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### **Capital Outlay**

No funding requested.

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**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Police

**Program:** 4428 Volunteer Services

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Reserve Officers (4)	Reserve Officer Training Conference to satisfy POST mandated training requirement	South Lake Tahoe, CA	August 2023	\$6,000
52540	Police Chaplains (3)	Law Enforcement Chaplain Advanced Academy POST certified course (40 hours)	Sacramento, CA	March 2024	\$5,150
<b>Total:</b>					<b>\$11,150</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4428 Volunteer Services

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Object  
Number

52540      VOCATIONAL TRAINING – \$11,150

Attendance at vocational training classes for Reserve Police Officers and Police Chaplains – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52990      MISCELLANEOUS EXPENDITURES – \$5,000

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$3,000  
Materials and refreshments for meetings and workshops for the Chaplain Program, \$2,000

**PROGRAM BUDGET SUMMARY – 1****Program Number 4429**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Police		Emergency Preparedness

**Program Description**

Coordinate the City response to major emergencies through adequate preplanning, training, and simulations by all departments and personnel. Educate the general public and business population in emergency preparedness and self-help principles.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	89,942	99,663	99,663	99,663
Services and Supplies	5,295	5,365	3,800	3,800
Capital Outlay	38,429	0	0	0
<b>Total</b>	<b>133,666</b>	<b>105,028</b>	<b>103,463</b>	<b>103,463</b>

<b>Personnel Authorized</b>	0.50 (FT)	0.50 (FT)	0.50 (FT)	0.50 (FT)
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**Source of Funds**

General Fund	95,237	105,028	103,463	103,463
Safety Department Grants	38,429	0	0	0
<b>Total</b>	<b>133,666</b>	<b>105,028</b>	<b>103,463</b>	<b>103,463</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Police		4429 Emergency Preparedness

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### **Work Program**

1. Integration of the State and Federal guidelines regarding preparation for, mitigation against, response to, and recovery from a disaster.
  2. Coordinate the citywide effort to maintain the multihazard Emergency Operations Plan and Mitigation Plan.
  3. Continue the education of all City employees about their respective roles in the four phases of emergency management by conducting comprehensive trainings and exercises.
  4. Maintain compliance with the National Incident Management System (NIMS) and the Standard Emergency Management System (SEMS).
  5. Maintain the Emergency Operations Center (EOC) in such a way as to enhance the effective and efficient management of disasters.
  6. Manage emergency preparedness grant programs; support emergency communication systems and equipment; and promote public awareness regarding disaster preparedness.
- 

### **Units of Measure**

1. Maintain relationships with the San Bernardino County Office of Emergency Services, California Office of Emergency Services (Cal OES), Federal Emergency Management Agency (FEMA), and nongovernmental organizations (NGOs) through all common forums.
  2. Review and update the Emergency Operations Plan and Hazard Mitigation Plan.
  3. Evaluation of emergency management trainings, exercises, and public outreach events.
  4. Monitor EOC design to ensure that it meets the needs of the City.
  5. Participate on the San Bernardino County Operational Area Coordinating Council (OACC).
  6. Complete grant performance reports and reimbursement requests.
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### **Personnel Services – \$99,663**

Salary requests are for: Sergeant (0.50) – \$65,651. Cost allocations are as follows: full-time salaries – \$65,651; additional pay – \$1,393; overtime – \$3,000; benefit costs – \$29,619.

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### **Services and Supplies – \$5,365**

Funding requested is for: program supplies – \$1,800; miscellaneous expenditures – \$3,565.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Police

**Program:** 4429 Emergency Preparedness

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Object  
Number

51130      PROGRAM SUPPLIES – \$1,800

Emergency food to replenish expiring food for EOC responders during emergency situations when other food sources are unavailable, \$1,500  
EOC supplies, enhancements, and updates, \$300

52990      MISCELLANEOUS EXPENDITURES – \$3,565 ***(Only \$2,000 approved in Adopted Budget)***

Satellite phone subscription (This satellite phone was issued to the Montclair EOC by the San Bernardino County Office of Emergency Services as part of a Homeland Security Grant. The phone is restricted for limited use during emergency situations. Four other satellite phones would be activated during emergency situations.), \$570

Public education materials, props, and advertisements, \$300

Other miscellaneous expenditures for the Emergency Preparedness Program, \$150

CPR training and supplies for 30 City employees, \$100

Emergency preparedness go-bag supplies, \$300

Emergency Operations Plan Manual printing costs (15 copies @ \$143 each), \$2,145

*Fire Department*

## DEPARTMENT BUDGET SUMMARY

### Department

Fire

### Overview

Provides fire and emergency medical services and protects the general public through a coordinated commitment to education, prevention, planning, enforcement, and training. Organizes and directs the resources necessary to eliminate or mitigate hazards and dangers when they occur.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	4,097,390	4,795,593	4,815,622	4,815,622
Services and Supplies	738,592	818,369	729,745	729,745
Capital Outlay	994,514	252,319	196,319	196,319
<b>Total</b>	<b>5,830,496</b>	<b>5,866,281</b>	<b>5,741,686</b>	<b>5,741,686</b>

<b>Personnel Authorized</b>	24.50 (FT) 1.00 (PTB) 1.00 (PT)	24.50 (FT) 1.00 (PTB) 1.00 (PT)	28.00 (FT) 1.00 (PTB) 0.00 (PT)	28.00 (FT) 1.00 (PTB) 0.00 (PT)
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### Department Distribution

Administration	490,507	541,063	665,834	665,834
Emergency Services	5,101,812	5,135,073	4,898,131	4,898,131
Personnel Development	36,392	50,191	45,107	45,107
Buildings and Grounds	50,330	44,300	44,300	44,300
Emergency Medical Services	151,455	95,654	88,314	88,314
<b>Total</b>	<b>5,830,496</b>	<b>5,866,281</b>	<b>5,741,686</b>	<b>5,741,686</b>

### Source of Funds

General Fund	4,697,452	5,390,401	5,190,901	5,190,901
SB 509 Public Safety Fund	236,459	248,545	386,790	386,790
EMS - Paramedic Fund	58,515	57,335	49,995	49,995
Equipment Replacement Fund	838,070	170,000	114,000	114,000
<b>Total</b>	<b>5,830,496</b>	<b>5,866,281</b>	<b>5,741,686</b>	<b>5,741,686</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Fire

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Chief	0.50	0.50	1.00		116,778	182,004	182,004
Assistant Fire Chief	1.00	1.00	1.00		163,760	165,540	165,540
Fire Battalion Chief	3.00	3.00	3.00		414,583	472,985	472,985
Fire Captain	6.00	6.00	6.00		731,480	731,480	731,480
Fire Engineer	6.00	6.00	6.00		580,108	580,108	580,108
Firefighter	8.00	8.00	10.00		685,987	849,075	849,075
Receptionist/Office Specialist	0.00	0.00	1.00		0	44,013	44,013
Admin other Depts - CFDs					-17,457	-17,457	-17,457
Admin other Depts - CFDs					-6,806	-6,806	-6,806
<b><u>Part-Time Benefitted</u></b>							
Administrative Technician	1.00	1.00	1.00		58,107	58,107	58,107
<b><u>Part-Time</u></b>							
Receptionist/Office Specialist	1.00	1.00	0.00		35,207	0	0
Full Time	24.50	24.50	28.00		2,692,696	3,025,205	3,025,205
Admin other Departments					-24,263	-24,263	-24,263
Total FT Positions/Salaries					2,668,433	3,000,942	3,000,942
Part Time Benefitted	1.00	1.00	1.00		58,107	58,107	58,107
Part Time	1.00	1.00	0.00		35,207	0	0
Additional Pay					67,098	67,098	67,098
Overtime					900,000	500,000	500,000
Total Salaries & Wages					3,728,845	3,626,147	3,626,147
Benefit Costs					465,257	521,793	521,793
PERS Benefit Costs					601,491	667,682	667,682
Total Benefit Costs					1,066,748	1,189,475	1,189,475
<b>TOTAL</b>					<b>4,795,593</b>	<b>4,815,622</b>	<b>4,815,622</b>

**PROGRAM BUDGET SUMMARY – 1****Program Number 4531**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Administration

**Program Description**

Set direction and provide leadership for the successful implementation of policy and procedures necessary for the effective performance of Fire Department activities.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	476,338	522,410	649,621	649,621
Services and Supplies	14,169	18,653	16,213	16,213
Capital Outlay	0	0	0	0
<b>Total</b>	<b>490,507</b>	<b>541,063</b>	<b>665,834</b>	<b>665,834</b>
<b>Personnel Authorized</b>	1.50 (FT) 1.00 (PTB) 1.00 (PT)	1.50 (FT) 1.00 (PTB) 1.00 (PT)	3.00 (FT) 1.00 (PTB) 0.00 (PT)	3.00 (FT) 1.00 (PTB) 0.00 (PT)

**Source of Funds**

General Fund	490,507	541,063	665,834	665,834
<b>Total</b>	<b>490,507</b>	<b>541,063</b>	<b>665,834</b>	<b>665,834</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4531 Administration

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### **Work Program**

1. Provide direction and leadership to allow for the attainment of individual program goals.
  2. Provide liaison between the Fire Department and other City departments.
  3. Provide liaison between the Montclair Fire Department and other private and public entities.
- 

### **Units of Measure**

1. The successful completion of individual program goals.
  2. An increase in productivity within current staffing levels.
  3. Establish and maintain productive working relationships with other City departments as well as public and private entities.
- 

### **Personnel Services – \$522,410**

Salary requests are for: Executive Director of Public Safety (0.50) – \$116,778; Deputy Fire Chief (1.00) – \$163,760; Administrative Technician (1.00/part-time benefitted) – \$58,107; Receptionist/Office Specialist (1.00/part-time) – \$35,207. Cost allocations are as follows: full-time salaries – \$280,538; part-time benefitted salaries – \$58,107; part-time salaries – \$35,207; admin other departments – <\$6,806>; benefit costs – \$155,364.

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### **Services and Supplies – \$18,653**

Funding requested is for: dues and memberships – \$1,140; travel and meetings – \$5,550; special contract services – \$1,000; cellular phone expense – \$6,463; miscellaneous expenditures – \$4,500.

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### **Capital Outlay**

No funding requested.

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**WORKSHEET - JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Fire

**Program:** 4531 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$200
52130	Deputy Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$200
52130	Deputy Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$200
52130	Deputy Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Deputy Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2024	\$200
52130	Battalion Chief	San Bernardino County Operations Officers Association	Local	Monthly	\$200
52130	Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$150
52130	Fire Department Employees (4)	Chamber of Commerce Police Recognition Luncheon	Local	May 2024	\$200
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2024	\$4,000
<b>Total:</b>					<b>\$5,550</b>

***(Only \$4,000 approved in Adopted Budget)***



**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4531 Administration

Object  
Number

52120 DUES AND MEMBERSHIPS – \$1,140 ***(Only \$750 approved in Adopted Budget)***

Funds for memberships in state, county, and local associations.

California Emergency Services Association (CESA)	\$100
California Fire Chiefs Association	\$400
National Fire Protection Association (NFPA)	\$200
San Bernardino County EMS Officers Association	\$ 90
San Bernardino County Fire Chiefs Association	\$125
San Bernardino County HazMat Responders Association	\$ 75
San Bernardino County Training Officers Association	\$ 75
West End Quality Improvement Committee	\$ 75

52130 TRAVEL AND MEETINGS – \$5,550 ***(Only \$4,000 approved in Adopted Budget)***

Attendance at conferences and meetings – for details see "Worksheets – Justification of Conference and In–Service Training Request Schedule A – Travel and Meetings."

52450 SPECIAL CONTRACT SERVICES – \$1,000 ***(Only \$500 approved in Adopted Budget)***

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$6,463

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 6	Battalion Chief Dierck	\$575	iPad Laptop 1	\$460
Medic Engine 151	\$505	Deputy Fire Chief Pohl	\$205	iPad Laptop 2	\$460
Medic Engine 152	\$505	Battalion Chief Nicoll	\$415	EPCR Laptop 3	\$470
Medic Squad 151	\$ 6	Battalion Chief Dowser	\$470	EPCR Laptop 4	\$470
OES 331	\$335	Amanda Media	\$820	Fire Department	\$285
Engine 151A	\$ 6	Nancy Media	\$470		

52990 MISCELLANEOUS EXPENDITURES – \$4,500

Fire Department Open House, \$1,500

Promotional items, \$1,000

Other miscellaneous expenditures not provided for elsewhere in this budget, \$2,000

**PROGRAM BUDGET SUMMARY – 1****Program Number 4533**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Services

**Program Description**

Provide adequate and trained response personnel to manage and reduce the adverse impact of emergency situations that threaten human life and property.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	3,621,052	4,273,183	4,166,001	4,166,001
Services and Supplies	582,854	672,890	599,130	599,130
Capital Outlay	897,906	189,000	133,000	133,000
<b>Total</b>	<b>5,101,812</b>	<b>5,135,073</b>	<b>4,898,131</b>	<b>4,898,131</b>
<b>Personnel Authorized</b>	23.00 (FT)	23.00 (FT)	25.00 (FT)	25.00 (FT)

**Source of Funds**

General Fund	4,027,283	4,716,528	4,397,341	4,397,341
SB 509 Public Safety Fund	236,459	248,545	386,790	386,790
Equipment Replacement Fund	838,070	170,000	114,000	114,000
<b>Total</b>	<b>5,101,812</b>	<b>5,135,073</b>	<b>4,898,131</b>	<b>4,898,131</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4533 Emergency Services

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### **Work Program**

1. Respond to calls for emergencies for fires, medical emergencies, traffic collisions, hazardous materials incidents, and other various calls for public assistance.
  2. Maintain an eight-minute response time for the first arriving Fire/EMS unit within the first-in district for 90 percent of incidents.
  3. Maintain level of certification in Emergency Medical Technician, Hazardous Materials First Responder, and other areas of expertise.
- 

### **Units of Measure**

	<u>2021</u>	<u>2022</u>	Estimate <u>2023</u>
Total number of calls for service	4,667	4,800	5,096
Arrival within 8 minutes of call	84%	87%	85%
Average EMS response time	6 min 31 sec	6 min 30 sec	6 min 28 sec
Average Fire response time	7 min 12 sec	7 min 00 sec	7 min 05 sec

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### **Personnel Services – \$4,273,183**

Salary requests are for: Fire Battalion Chief (3.00) – \$414,583 Fire Captain (6.00) – \$731,480; Fire Engineer (6.00) \$580,108; Firefighter (8.00) – \$685,987. Cost allocations are as follows: full-time salaries – \$2,412,158; admin other departments – <\$17,457>; additional pay – \$67,098; overtime – \$900,000; benefit costs – \$911,384.

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### **Services and Supplies – \$672,890**

Funding requested is for: books and publications – \$1,000; office supplies – direct – \$1,500; uniforms – \$28,860; personnel protective equipment \$139,000; materials – communications – \$5,800; materials – misc. maintenance and repair – \$24,000; maintenance – communication equipment – \$4,000; maintenance – other equipment – \$36,000; emergency communication services – \$276,490; special contract services – \$126,300; medical examinations – 8,600; small equipment – \$14,140; miscellaneous expenditures – \$7,200.

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### **Capital Outlay – \$189,000**

Funding requested is for: one Deputy Fire Chief Vehicle – \$86,000; utility support truck – \$56,000; SCBA bottles – \$13,000; ventilation fan – \$6,000; emergency vehicle light package for Medic Squad 151 – \$14,500; emergency vehicle light package for Medic Engine 151A – \$13,500.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$1,000

Technical reference materials.

51060      OFFICE SUPPLIES – DIRECT – \$1,500

Shift calendars.

51100      UNIFORMS – \$28,860 ***(Only \$25,000 approved in Adopted Budget)***

Class B uniform allowance (per Memorandum of Understanding) for 28 personnel (28 suppression @ \$450 each), \$12,600

Class A uniform purchase (per MOU) – Rank and File (4 @ \$565 each), \$2,260

Badge repair and replacement (current employees), \$500

Class B uniforms (new hires), (9 @ \$1,500) \$13,500

51140      PERSONNEL PROTECTIVE EQUIPMENT – \$139,000 ***(Only \$95,000 approved in Adopted Budget)***

Wildland PPE (new hires and current employees), \$25,000

Structural firefighting PPE (new hires), \$90,000

Structural firefighting turnout replacement (3 @ \$5,000 each), \$15,000

PPE repair, cleaning and replacement, \$5,000

Miscellaneous items (flashlights, hose straps, suspenders, goggles, Nomex hoods, helmets, gloves, gear bags, etc.), \$4,000

51310      MATERIALS – COMMUNICATIONS – \$5,800 ***(Only \$4,500 approved in Adopted Budget)***

Radio headset replacement (2 @ \$400 each), \$800

Antennas, speakers, lapel microphones, and various radio replacement parts, \$2,000

Batteries for portable radios, pagers, and other equipment, \$2,000

Hardware and software for radio programming, \$1,000

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

51410      MATERIALS – MISC. MAINTENANCE AND REPAIR – \$24,000 *(Only \$20,000 approved in Adopted Budget)*

Class A Firefighting Foam, \$9,000

Class B Firefighting Foam, \$3,000

Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$3,000

Urban Search and Rescue equipment maintenance and repair, \$2,000

Miscellaneous equipment parts and maintenance, \$3,000

Fire hose repair and replacement for fire engines, \$4,000

52020      MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$4,000 *(Only \$3,000 approved in Adopted Budget)*

Parts and labor costs for radio equipment maintenance.

52050      MAINTENANCE – OTHER EQUIPMENT – \$36,000 *(Only \$22,000 approved in Adopted Budget)*

Repair of various power tools, such as chain saws, extrication tools, and smoke ejectors, and Thermal Imaging Cameras, \$2,000

Quarterly calibration of three air monitors as required by OSHA, \$2,000

Pressure cylinder parts, \$1,500

Nozzle repairs and parts, \$2,500

Maintenance and filters for breathing air refill station, \$3,000

Repair of small tools and testing equipment, \$1,500

Annual NFPA required fire hose testing, \$4,500

Annual OSHA required fit testing for personnel SCBA face masks and P100 respirators, \$3,500

Annual OSHA required testing/service for SCBA filling machine, \$3,000

Annual OSHA required fire ladder testing (apparatus ladders and aerial), \$4,000

Annual apparatus pump tests (5 @ \$700 each), \$3,500

Annual required apparatus fire extinguisher inspection/servicing/replacement, \$3,000

Repair ground ladders, \$2,000

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4533 Emergency Services

Object  
Number

52330      EMERGENCY COMMUNICATION SERVICES – \$276,490

Agreement with CONFIRE for dispatch and IT support, (General Fund \$138,245 SB 509 Fund – \$138,245) ***(All Moved to SB 509 Fund)***

52450      SPECIAL CONTRACT SERVICES – \$126,300

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,300 (SB 509 Fund)  
Montclair's shared costs toward West End Fire and Emergency Response Commission (Joint Powers Authority), \$25,000 (SB 509 Fund)  
Spectrum Cable Service, \$2,500

Vector Solutions Crewsense (Department staffing software), \$3,000

Vector Solutions Check-It (inventory management, ICEMA, and OSHA compliance improvement software), \$2,000

Lexipol Policy Manual contract service, \$8,500

52510      MEDICAL EXAMINATIONS – \$8,600 ***(Only \$5,000 approved in Adopted Budget)***

State mandated Hazardous Materials Team member physicals, \$3,000

Maintain annual wellness and fitness evaluations with Mt. San Antonio College (28 @ \$200 each), \$5,600

52690      SMALL EQUIPMENT – \$14,140

Chain saw blades (4 @ \$360 each), \$1,440

Various unit adapter replacements, \$1,200

Various specialized tools and equipment (volt meters, socket sets, screw driver sets, creepers, wrenches, cordless power tools, etc.) used in routine apparatus and station maintenance, \$1,000

Various specialized US&R tools and equipment, \$3,000

Various wildland appliances and adapters, \$1,500

Various SCBA parts, equipment, and bottles, \$3,000

Replace ground ladders, \$1,500

Repair ground ladders, \$1,500

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Fire

**Program:** 4533 Emergency Services

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Object  
Number

52990      MISCELLANEOUS EXPENDITURES – \$7,200 *(Only \$5,200 approved in Adopted Budget)*

Emergency scene food and rehabilitation provisions, \$2,000

Strike team food and lodging, \$2,000 *(Not approved in Adopted Budget)*

Engine cleaning supplies, \$500

Waxes, polishes, etc., \$300

Diamond plate cleaner for fire engines, \$400

Absorbent, \$2,000

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4533 Emergency Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	Deputy Fire Chief Vehicle	The current Deputy Fire Chief vehicle (Unit #76-06) is a 2006 Ford Crown Victoria sedan and is in need of replacement. This vehicle is 17 years old and does not meet the needs of the position. The current vehicle does not have the space or equipment needed to assist an incident commander on a large scale incident, nor does it provide adequate room to store the proper personal protective equipment required. Furthermore, the vehicle has various mechanical problems due to mechanical component age. The department is requesting to purchase one 2023 Ford F-150 4x4 Super Crew Cab with corresponding emergency lights and siren including necessary radio communication equipment. This replacement vehicle will be capable of carrying all necessary equipment to run a secondary incident within the City, or if the magnitude of the incident requires additional overhead. The purchase of a pickup will provide the needs to properly serve the community in this role. (Equipment Replacement Fund)	\$77,000
62020	Utility Support Truck	The current Department support vehicles (Unit #78-07) 2007 Chevrolet Impala, and (Unit #73-05) 2005 Ford Crown Victoria are recommend to be replaced. Both are administrative sedans redesignated from the previously established fire prevention division. These vehicles do not provide proper support function, which includes transporting supply bottles, tools, and other support needs to fire scenes as well as to neighboring jurisdictions. The current vehicles are also unreliable, with a history of not starting as well as other mechanical failures, and are in need of replacement. The Department is requesting the purchase of a 2023 Chevrolet Silverado 1500 Crew Cab, which would adequately meet the needs of this Department. (Equipment Replacement Fund) <b>(Not approved in Adopted Budget)</b>	\$48,000
62030	SCBA Bottles	Medic Squad 151 is in need of an additional 9 MSA SCBA bottles to support potential long or extended incidents within the City. The Squad not only provides emergency medical service throughout the City, but it also provides support and logistical functions. The current vehicle includes all racks required to house the appropriate sized bottles. Without an adequate inventory of SCBA bottles stored within the racks, this vehicle will potentially be left without the support bottles required for supporting firefighting operations. In the last fiscal year, 10 bottles were purchased to provide half the needed quantity. Ten additional bottles will fill the remainder of the needed inventory.	\$13,000



**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4533 Emergency Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Ventilation Fan	The current gas-powered fan utilized on ME152 is too large for the reserve fire engines. When the frontline apparatus goes out of service for repairs, the reserve engines are forced to run without a ventilation fan, limiting the capabilities on a fire scene. Upgrading the fan from an older generation gas-powered fan to a newer style electric ventilation fan will allow for a smaller fan profile, providing all apparatus the ability to carry the proper compliment when placed in service.	\$6,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one new Deputy Fire Chief vehicle. (Equipment Replacement Fund)	\$9,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one new utility support truck. (Equipment Replacement Fund) <b><i>(Not approved in Adopted Budget)</i></b>	\$8,000
62050	Emergency Vehicle Light Package	The current emergency light package on Medic Squad 151 is outdated with older halogen bulb technology. The wiring of the light system is currently overdrawing power from the vehicle's electrical system thus causing the battery to lose power when parked, and its ability to start. The department is requesting new emergency lighting with LED technology, and new installation that reduces power usage, repairs the wiring problems, and improves visibility when responding to incidents. (Equipment Replacement Fund)	\$14,500
62050	Emergency Vehicle Light Package	The current emergency light package on ME151A is outdated and no longer functional. The light bar has only two functioning lights out of 20 and the remainder of the emergency lights are consistently malfunctioning. A new updated light package is needed to improve reliability and visibility of responding fire equipment. (Equipment Replacement Fund)	\$13,500
<b>Total:</b>			<b>\$189,000</b>

***(Only \$133,000 approved in Adopted Budget)***

**PROGRAM BUDGET SUMMARY – 1****Program Number 4534**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Personnel Development

**Program Description**

Provide a program that: (1) Maintains a standard level of performance; (2) affords opportunity for personnel to improve their individual level of proficiency as it relates to career development; (3) provides for safe operations of emergency incidents; and (4) creates accountability at the captain's level for implementation.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	36,392	50,191	45,107	45,107
Capital Outlay	0	0	0	0
<b>Total</b>	<b>36,392</b>	<b>50,191</b>	<b>45,107</b>	<b>45,107</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	36,392	50,191	45,107	45,107
<b>Total</b>	<b>36,392</b>	<b>50,191</b>	<b>45,107</b>	<b>45,107</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4534 Personnel Development

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### **Work Program**

1. Provide annual training with automatic–aid cities.
  2. Maintain monthly training records.
  3. Provide necessary training for required certifications and recertifications.
  4. Provide hazardous materials and urban search and rescue training for fire personnel.
  5. Maintain level of certification in Emergency Medical Technician and other areas of expertise.
- 

### **Units of Measure**

1. Establish and maintain productive working relationships with local and regional training partners.
  2. Enter training hours in the Department's record management system at a minimum of 20 hours per person per month.
  3. The successful completion of 12 continuing education hours by each Emergency Medical Technician (EMT) annually.
  4. The successful completion of 24 recertification hours by each HazMat Specialist or Technician. Additionally, all suppression personnel will complete eight recertification hours annually.
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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$50,191**

Funding requested is for: books and publications – \$2,000; program supplies – \$5,100; special contract services – \$3,007; vocational training – \$40,084.

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### **Capital Outlay**

No funding requested.

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**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	K. Bumanlag, Firefighter/Paramedic J. O'Neil, Firefighter/Paramedic L. Perez, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Training Center	October 2023	\$2,250
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2024	\$3,500
52540	S. Boehm, Fire Captain J. Gross, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer J. O'Neil, Firefighter/Paramedic L. Perez, Firefighter/Paramedic	Structure Collapse Specialist 1 (Replacing RS1 Training)	North Net Fire Training Center	March 2024	\$6,000
52540	D. Mistretta, Fire Captain I. Duewell, Fire Captain J. Gross, Firefighter/Paramedic J. O'Neil, Firefighter/Paramedic L. Perez, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic	Emergency Vehicle Operator Course (EVOC)	Devore, CA	November 2023	\$2,100
52540	A. Vasquez, Fire Engineer	Structure Collapse Specialist 2	North Net Fire Training Center	April 2024	\$1,000
52540	TBA, HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	April 2024	\$6,400

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Fire

**Program:** 4534 Personnel Development

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	TBA, Fire Engineer	California State Fire Marshal certified course required for promoted personnel or outside hires; class outlined in the State Fire Training Certification Tracks Matrix	Red Helmet Training	September 2023	\$600
52540	R. Vidal, Fire Engineer D. Plant, Fire Engineer M. Sanchez, Fire Engineer A. Vasquez, Fire Engineer	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Red Helmet Training	October 2024	\$2,000
52540	Fire Department Employees	Fresno Training Symposium	Fresno, CA	April 2024	\$2,300
52540	T. Dowser, Battalion Chief	Executive Fire Chief Officer Courses	Red Helmet Training	November 2023	\$2,250
52540	A. Vazquez, Fire Engineer I. Duewell, Fire Captain	Rio Hondo Truck Academy	Rio Hondo College	October 2023	\$3,374
52540	Fire Department Employees (6)	Rope Rescue Technician The SFM retired LARRO and Replaced it with Rope Rescue Technician	North Net Training	TBA	\$4,410
52540	I. Duewell, Fire Captain S. Boehm, Fire Captain D. Mistretta, Fire Captain	Chief Fire Officer Courses	Red Helmet Training North Net Training Center	TBA	\$3,900
				<b>Total:</b>	<b>\$40,084</b>

***(Only \$35,000 approved in Adopted Budget)***

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Fire

**Program:** 4534 Personnel Development

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$2,000

Update International Fire Service Training Association (IFSTA) manuals to current edition; hazardous material, reference, and US&R manuals; wildland handbooks and other training and operational guideline manuals; training and safety videos.

51130      PROGRAM SUPPLIES – \$5,100

Purchase of materials for effective and realistic training exercises (various sized lumber for shoring, trench rescue, and entrapment props; liquid smoke, nails, screws, and roofing materials), \$1,900  
OSB plywood (1/2") for roof-training prop (100 @ \$32 each), \$3,200

52450      SPECIAL CONTRACT SERVICES – \$3,007

Agreement with Target Solutions for on-line OSHA mandated training.

52540      VOCATIONAL TRAINING – \$40,084 ***(Only \$35,000 approved in Adopted Budget)***

Attendance at vocational training classes – For details see "Worksheet Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

**PROGRAM BUDGET SUMMARY – 1****Program Number 4536**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Buildings and Grounds

**Program Description**

Maintain all Fire Department facilities in a clean, efficient, functional, and safe condition. Observe and conform with all State and Federal mandates as they relate to public accessibility.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	46,662	19,300	19,300	19,300
Capital Outlay	3,668	25,000	25,000	25,000
<b>Total</b>	<b>50,330</b>	<b>44,300</b>	<b>44,300</b>	<b>44,300</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	50,330	44,300	44,300	44,300
<b>Total</b>	<b>50,330</b>	<b>44,300</b>	<b>44,300</b>	<b>44,300</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4536 Buildings and Grounds

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### **Work Program**

1. Maintain all Fire facilities at a level that provides a safe and clean environment by working with other departments that provide supplies and support.
  2. Provide janitorial services to maintain Fire facilities in a safe and clean manner.
  3. Routinely inspect the interior and exterior of all Fire facilities.
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### **Units of Measure**

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	<u>2021</u>	<u>2022</u>
Fire Stations	2	2
Training Tower	1	1
Annual Needs Assessment Inspection	1	1

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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$19,300**

Funding requested is for: household expenses – \$6,500; license/permits/certificates – \$2,800; maintenance – other equipment – \$7,000; small equipment – \$2,000; miscellaneous expenditures – \$1,000.

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### **Capital Outlay – \$25,000**

Funding is requested for: Exercise equipment – \$15,000; classroom table and chairs – \$10,000.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4536 Buildings and Grounds

Object  
Number

51110      HOUSEHOLD EXPENSES – \$6,500

Dry cleaning (strike team sleeping bags), \$500  
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$2,000  
Bed/mattress parts/cleaning, \$2,000  
Service/replacement of washer dryer units, \$2,000

51150      LICENSE/PERMITS/CERTIFICATES – \$2,800

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California, \$1,800  
County CERS Annual Inspection, \$1,000

52050      MAINTENANCE – OTHER EQUIPMENT – \$7,000

Plymovent annual maintenance, inspection, and service, \$5,000  
Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc., \$2,000

52690      SMALL EQUIPMENT – \$2,000

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.).

52990      MISCELLANEOUS EXPENDITURES – \$1,000

Emergency station generator fuel and other miscellaneous expenses.

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4536 Buildings and Grounds

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	Classroom Tables And Chairs	The tables and chairs within the Fire Department classroom are over 20 years old and are in need of replacement. Several of the tables have broken hardware, and the chairs' fabric are dated and stained. New chairs and tables would remedy the broken tables and improve the appearance of the room (24 chairs @ \$200 each; 13 tables @ \$400 each).	\$10,000
62050	Gym Equipment	Stations 151 and 152 both have 20-year-old treadmills and gym equipment. Due to the physical nature of firefighting it is important that our firefighters maintain adequate physical conditioning. Safe and operational gym equipment is required at both stations for employees to exercise safely. Current treadmills at both stations are out of service due to belt slippage and overworn conditions. Both machines have belts which are slipping, providing an inconsistent walking surface, and the motor is struggling to start upon powerup. In addition to replacing both treadmills the Department is requesting to purchase two assault bikes, two rowing machines, and two sets of bumper plates. (2 treadmills @ \$5,000 each; 2 assault bikes @ \$1,000 each; 2 rowing machines @ \$1,000 each; 2 sets of bumper plates @ \$500 each).	\$15,000
<b>Total:</b>			<b>\$25,000</b>

**PROGRAM BUDGET SUMMARY – 1****Program Number 4539**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Fire		Emergency Medical Services

**Program Description**

Provides a program that maintains Emergency Medical Technician and Paramedic training, certifications, and medical supplies.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	58,515	57,335	49,995	49,995
Capital Outlay	92,940	38,319	38,319	38,319
<b>Total</b>	<b>151,455</b>	<b>95,654</b>	<b>88,314</b>	<b>88,314</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	92,940	38,319	38,319	38,319
EMS Paramedic Fund	58,515	57,335	49,995	49,995
<b>Total</b>	<b>151,455</b>	<b>95,654</b>	<b>88,314</b>	<b>88,314</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Fire		4539 Emergency Medical Services

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### **Work Program**

1. Respond and provide advanced life support (ALS) emergency medical services to the community in accordance with Inland Counties Emergency Medical Agency (ICEMA) guidelines.
  2. Provide continuous skill–maintenance education for paramedics as required by state and county regulations.
  3. Maintain current and accurate medical records.
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### **Units of Measure**

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	<u>2020</u>	<u>2021</u>	<u>2022</u>	Estimate <u>2023</u>
Total number of ALS calls	2,003	2,003	1,948	2,050
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	2,279	2,279	2,279	2,279

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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$57,335**

Funding requested is for: books and publications – \$500; office supplies – direct – \$200; program supplies – \$15,000; license/permits/certificates – \$8,200; maintenance – other equipment – \$2,000; special contract services – \$20,140; small equipment – \$11,295.

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### **Capital Outlay – \$38,319**

Funding requested is for: LifePak 15 Version 4 cardiac monitor and defibrillator – \$38,319.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4539 Emergency Medical Services

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$500

Emergency medical handbooks and other training and operational guideline manuals; training and protocol videos.

51060      OFFICE SUPPLIES – DIRECT – \$200

O1A Report forms.

51130      PROGRAM SUPPLIES – \$15,000

Drugs, narcotics, medical supplies, and other expenditures for the Paramedic Program, \$12,500  
Medical oxygen, \$2,500

51150      LICENSE/PERMITS/CERTIFICATES – \$8,200 ***(Only \$7,000 approved in Adopted Budget)***

ICEMA annual authorization application fee, \$2,500  
ALS unit annual inspection fees (4 @ \$500 each), \$2,000  
ICEMA EMT–P certification fees (8 @ \$100 each), \$800  
State EMT–P certification fees (8 @ \$300 each), \$2,400  
ICEMA EMT Re–cert (4 EMT's @ \$125 each), \$500

52050      MAINTENANCE – OTHER EQUIPMENT – \$2,000 ***(Only \$1,000 approved in Adopted Budget)***

Maintenance of EMS tools and equipment.

52450      SPECIAL CONTRACT SERVICES – \$20,140 ***(Only \$15,000 approved in Adopted Budget)***

Billing service for the collection of Paramedic Service Fees, \$7,680

Continued on next page

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Fire

**Program:** 4539 Emergency Medical Services

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

Service Agreements for inspection and maintenance of one (1) Life-Pak 15 Version 4 cardiac monitor/defibrillators, two (2) LifePak 15 Version 1 cardiac monitor/defibrillators and four (4) Life-Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$7,475  
Service agreements for two (2) Lucas 3 Chest Compression Systems, \$3,005  
Service agreement for Lifenet modems, \$310  
Annual access fee for Handtevy Mobile, medication management software, \$1,670

52690      SMALL EQUIPMENT – \$11,295

First-aid supplies for all City departments, \$500  
Pulse oximeter sensors (20 @ \$90 each), \$1,800  
Intraosseous infusion needle, \$1,500  
Lucas 3 Suction Cups (48 @ \$48 each), \$2,304  
Replacement McGrath Laryngoscope blades, \$365  
McGrath Laryngoscope Batteries (2 @ \$78), \$156  
Mechanical Suctions Units (2 @ \$852), \$1,704  
Replacement 4 lead EKG Cables (2 @ \$643), \$1,286  
Replacement 12 lead EKG Cables (2 @ \$185), \$370  
“Airway Larry” Airway Management Trainer, \$1,310

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Fire

**Program:** 4539 Emergency Medical Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	LifePak 15 Version 4 Cardiac	The Fire Department currently has three (3) LifePak 15 Version 1 Cardiac Monitor/Defibrillators. They are reaching the end of their rated service life and are in need of replacement. Last fiscal year, the Department purchased one LifePak 15 Version 4 Cardiac Monitor/Defibrillator, and the Department is requesting to purchase one this fiscal year. The manufacturer of cardiac monitors will apply \$6,500 toward the purchase of a new Version 4 if one of the Departments' older monitors is traded in. The purchase of a new cardiac monitor/defibrillator allows for a new monitor on each of the front line apparatus. The remaining Version 1 monitor will be placed in back up service.	\$38,319
			<b>Total:    \$38,319</b>

# *Public Works*



## DEPARTMENT BUDGET SUMMARY

### Department

Public Works

### Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner. Oversee goals and objectives of the Engineering Division (Public Works Director/City Engineer), Street/Vehicle/Sewer Maintenance Division (Operations Assistant Manager), and Building and Grounds Maintenance Division (Facilities/Maintenance Assistant Manager).

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	3,616,586	3,922,338	3,846,175	3,846,175
Services and Supplies	6,055,000	6,990,055	6,587,290	6,587,290
Capital Outlay	554,301	731,128	330,600	330,600
Sewer Depreciation	73,556	69,586	69,586	69,586
<b>Total</b>	<b>10,299,443</b>	<b>11,713,107</b>	<b>10,833,651</b>	<b>10,833,651</b>
<b>Personnel Authorized</b>	41.00 (FT) 3.00 (PT)	41.00 (FT) 3.00 (PT)	42.00 (FT) 4.00 (PT)	42.00 (FT) 4.00 (PT)
<b>Divisional Distribution</b>				
Engineering	845,814	1,521,093	1,292,394	1,292,394
Street Maintenance	1,788,471	2,516,212	1,758,023	1,758,023
Park Maintenance	674,406	616,946	544,653	544,653
Irrigation Maintenance	104,319	137,358	126,058	126,058
Vehicle Maintenance	533,223	542,855	501,355	501,355
Sewer Maintenance	4,877,596	4,183,044	4,541,550	4,541,550
Building Maintenance	1,475,614	2,195,599	2,069,618	2,069,618
<b>Total</b>	<b>10,299,443</b>	<b>11,713,107</b>	<b>10,833,651</b>	<b>10,833,651</b>
<b>Source of Funds</b>				
General Fund	4,518,865	6,155,869	4,246,463	4,246,463
Gas Tax Fund	709,137	903,936	780,815	780,815
Park Maintenance Fund	60,140	46,640	60,150	60,150
Community Dev Block Grant Fund	28,724	30,728	30,728	30,728
2021 Lease Revenue Bonds	86,981	150,945	1,093,945	1,093,945
Sewer Operating Fund	4,803,040	4,112,458	4,470,964	4,470,964
Sewer Replacement Fund	1,000	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	69,586	69,586	69,586
Equipment Replacement Fund	18,000	241,945	80,000	80,000
<b>Total</b>	<b>10,299,443</b>	<b>11,713,107</b>	<b>10,833,651</b>	<b>10,833,651</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Public Works

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Executive Director of Engineeri	1.00	1.00	1.00	1.00	249,996	249,996	249,996
Director of Public Works	1.00	1.00	1.00	1.00	188,546	188,546	188,546
Project Manager	1.00	1.00	1.00	1.00	73,849	73,849	73,849
PW Facilities/Maint Asst Mgr	1.00	1.00	1.00	1.00	99,242	99,242	99,242
PW Operations Asst Manager	1.00	1.00	1.00	1.00	101,690	101,690	101,690
Engineering Division Manager	1.00	1.00	1.00	1.00	120,328	10,356	10,356
Associate Engineer	1.00	1.00	1.00	1.00	92,125	92,125	92,125
Sr. Public Works Inspector	1.00	1.00	1.00	1.00	92,712	92,712	92,712
Facilities Specialist	1.00	1.00	1.00	1.00	75,903	75,903	75,903
Field Groundskeeper	0.00	0.00	1.00	1.00	0	53,105	53,105
Leadworker Maintenance	3.00	3.00	3.00	3.00	174,826	174,826	174,826
Irrigation Specialist	1.00	1.00	1.00	1.00	62,974	62,974	62,974
Motor Sweeper Operator	2.00	2.00	2.00	2.00	118,482	118,482	118,482
Admin from other Depts					-2,700	-2,700	-2,700
Equipment Maint Manager	1.00	1.00	1.00	1.00	103,185	103,185	103,185
Equipment Mechanic	1.00	1.00	1.00	1.00	61,825	61,825	61,825
Maintenance Worker	14.00	14.00	14.00	14.00	668,091	668,091	668,091
Admin from other Depts					-9,680	-9,680	-9,680
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	46,029	46,029	46,029
Admin from other Depts					-1,400	-1,400	-1,400
NPDES Inspector	1.00	1.00	1.00	1.00	68,651	68,651	68,651
Building Maint Technician	1.00	1.00	1.00	1.00	54,735	54,735	54,735
Administrative Specialist	1.00	1.00	1.00	1.00	56,846	56,846	56,846
Customer Svc Rep/Office Spec	1.00	1.00	1.00	1.00	44,490	44,490	44,490
Custodian	4.00	4.00	4.00	4.00	186,563	186,563	186,563
Public Works Admin CFD Reimb					-6,806	-6,806	-6,806
<b>Part-Time</b>							
Engineering Division Manager	0.00	0.00	1.00	1.00	0	54,624	54,624
Senior Intern	1.00	1.00	1.00	1.00	17,170	17,170	17,170
Graffiti Abatement Worker	1.00	1.00	1.00	1.00	0	0	0
Senior Leadworker	1.00	1.00	1.00	1.00	17,006	17,006	17,006
Full Time	41.00	41.00	42.00	42.00	2,741,088	2,684,221	2,684,221
Admin other Departments					-20,586	-20,586	-20,586
Total FT Positions/Salaries	41.00	41.00	42.00	42.00	2,720,502	2,663,635	2,663,635
Part Time	3.00	3.00	4.00	4.00	34,176	88,800	88,800
Overtime					121,400	75,000	75,000
Total Salaries & Wages					2,876,078	2,827,435	2,827,435
Benefit Costs					761,357	752,655	752,655
PERS Benefit Costs					284,903	266,085	266,085
Total Benefit Costs					1,046,260	1,018,740	1,018,740
<b>TOTAL</b>					<b>3,922,338</b>	<b>3,846,175</b>	<b>3,846,175</b>

## +DIVISION BUDGET SUMMARY

Department	Division
Public Works	Engineering

### Overview

Implement the City's Capital Improvement Program, including providing assistance to other departments; provide project management and inspection; manage the City's signal operation and maintenance program; oversee the City's street lighting program; assist in development activities and provide inspection for their improvements within the public right-of-way; ensure compliance with National Pollutant Discharge Elimination System (NPDES) and water quality management requirements; and assist with operations and maintenance of the City's sewer system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	574,229	829,264	757,095	757,095
Services and Supplies	269,585	691,829	535,299	535,299
Capital Outlay	2,000	0	0	0
<b>Total</b>	<b>845,814</b>	<b>1,521,093</b>	<b>1,292,394</b>	<b>1,292,394</b>

<b>Personnel Authorized</b>	5.00 (FT) 0.00 (PT)	5.00 (FT) 0.00 (PT)	5.00 (FT) 0.70 (PT)	5.00 (FT) 0.70 (PT)
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### Department Distribution

Management and Construction	546,665	1,055,780	880,081	880,081
Public Works Inspection	111,691	123,885	123,885	123,885
Traffic Safety Engineering	187,458	341,428	288,428	288,428
<b>Total</b>	<b>845,814</b>	<b>1,521,093</b>	<b>1,292,394</b>	<b>1,292,394</b>

### Source of Funds

General Fund	582,833	1,041,148	865,449	865,449
Gas Tax Fund	176,000	329,000	276,000	276,000
2021 Lease Revenue Bonds	86,981	150,945	150,945	150,945
<b>Total</b>	<b>845,814</b>	<b>1,521,093</b>	<b>1,292,394</b>	<b>1,292,394</b>

## PROGRAM BUDGET SUMMARY – 1

Program Number 4641

Department	Division	Program
Public Works	Engineering	Management and Construction

### Program Description

Administer the City's Capital Improvement Program; provide plan checking and processing of subdivision maps, lot line adjustments, and parcel mergers; prepare design plans for public improvements; design and construct public improvements; provide project/construction management; conduct feasibility studies; coordinate transportation issues with Caltrans and SBCTA; manage the City's NPDES and storm water quality programs; and maintain records including the preparation of record drawings for Public Works improvements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	451,080	692,951	620,782	620,782
Services and Supplies	93,585	362,829	259,299	259,299
Capital Outlay	2,000	0	0	0
<b>Total</b>	<b>546,665</b>	<b>1,055,780</b>	<b>880,081</b>	<b>880,081</b>

<b>Personnel Authorized</b>	4.15 (FT) 0.00 (PT)	4.15 (FT) 0.00 (PT)	4.15 (FT) 0.70 (PT)	4.15 (FT) 0.70 (PT)
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### Source of Funds

General Fund	459,684	904,835	729,136	729,136
2021 Lease Revenue Bonds	86,981	150,945	150,945	150,945
<b>Total</b>	<b>546,665</b>	<b>1,055,780</b>	<b>880,081</b>	<b>880,081</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works	Engineering	4641 Management and Construction

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### **Work Program**

1. Manage and administer the programs and activities of the division.
  2. Pursue State and Federal grants and other funding for capital improvements.
  3. Represent the department at City Council, Planning Commission and various committee meetings.
  4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, erosion control plans, stormwater pollution prevention plans, and public improvement plans.
  5. Design and administer Public Works capital improvement projects.
  6. Prepare feasibility studies and respond to citizen requests.
  7. Maintain records and record drawings for Public Works Improvements.
  8. Represent City at various meetings with other cities and regional agencies.
  9. Monitor erosion and sediment issues associated with construction activities.
  10. Perform restaurant inspections related to sanitary sewers/administer sewage pretreatment program.
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### **Units of Measure**

	2021-2022	1st 6 Mos. 2022-2023	Estimate 2023-2024
Public Works Improvements	12	6	12
Citizen Requests	60	30	60
Studies	1	3	2
Plan Check Capital Improvements	15	3	10
Plan Check Private Development	30	15	35
Plan Check Tract Maps	2	2	4
Plan Check Parcel Maps	1	2	4
Plan Check Lot Merger/Line Adjustment	2	0	2
Review of WQMPs	10	6	12

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### **Personnel Services – \$692,951**

Salary requests are for: Executive Director Engineering & Major Projects Manager (1.00) – \$249,996; Director of Public Works/City Engineer (0.20) – \$37,709; Engineering Division Manager (0.70) – \$84,230; Associate Engineer (0.70) – \$64,488; Project Manager (0.70) – \$51,694; NPDES Inspector (0.25) – \$17,163; Administrative Specialist (0.60) – \$34,108. Cost allocations are as follows: full-time salaries – \$539,388; admin other departments – <\$6,806>; overtime – \$2,200; benefit costs – \$158,169.

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### **Services and Supplies – \$362,829**

Funding requested is for: books and publications – \$200; uniforms – \$1,500; program supplies – \$2,500; license/permits/certificates – \$4,010; dues and memberships – \$1,425; travel and meetings – \$5,795; mileage/auto allowance – \$11,340; special consulting services – \$207,000; plan check service – \$100,000; plan check service – reimbursement – <\$100,000>; special lab testing – \$1,000; special contract services – \$118,464; vocational training – \$2,400; cellular phone expense – \$4,695; miscellaneous expenditures – \$2,500.

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### **Capital Outlay**

No funding requested.

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**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Steve Stanton, Engineering Division Manager	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications.	Las Vegas, NV	Summer 2023	\$1,200
52130	Samantha Contreras, NPDES Inspector	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications.	Las Vegas, NV	Summer 2023	\$1,200
52130	Monica Heredia, Director of Public Works/City Engineer	American Public Works Association (APWA) PWX 2023 offers educational sessions that address current public works issues as well as ongoing challenges.	San Diego, CA	August 27-30, 2023	\$2,500
52130	Rosemary Hoerning, Executive Director of Engineering	Infrastructure Improvements and the Historic Preservation Act Seminar.	On-line	July 11, 2023	\$895
<b>Total</b>					<b>\$5,795</b>

***(Only \$4,500 approved in Adopted Budget)***

**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Public Works

**Program:** 4641 Management and Construction

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est Expense</b>
52540	Monica Heredia, Director of Public Works/City Engineer	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Rosemary Hoerning, Executive Director of Engineering	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Steve Stanton, Engineering Division Manager	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County Locations	Periodically	\$300
52540	Roberto Ortega, Project Manager	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County and Southern California locations	Periodically	\$300
52540	James Diaz, Senior Public Works Inspector	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, NPDES Inspector	Seminars, classes, and training sessions available to assist staff in developing additional storm water inspection skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, NPDES Inspector	Grease Interceptor Training.	Various San Bernardino County locations	Periodically	\$300
52540	Nadia Paz, Administrative Specialist	Seminars, classes, and training sessions available to assist the City in developing office skills and management.	Various San Bernardino County locations	Periodically	\$300
<b>Total:</b>					<b>\$2,400</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4641 Management and Construction

Object  
Number

51020 BOOKS AND PUBLICATIONS – \$200

Public Works Standards and Specifications for Public Works Construction “Greenbook” (2) copies

51100 UNIFORMS – \$1,500 ***(Only \$1,000 approved in Adopted Budget)***

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130 PROGRAM SUPPLIES – \$2,500 ***(Only \$2,000 approved in Adopted Budget)***

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500

Gloves, paper towels, wipes, \$250

Replacement of equipment and tools, \$1,250

Adjustable height ergonomic desk platform, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,010 ***(Only \$3,000 approved in Adopted Budget)***

Personnel

Description

Cost

Monica Heredia, Director of Public Works/City Engineer

Professional License Renewal

\$ 250

Rosemary Hoerning, Executive Director of Engineering

Professional License Renewal

\$ 250

Samantha Contreras, NPDES Inspector

CWEA Environmental Compliance Inspector Grade 1 Renewal

\$ 360

Annual Permit

SWRCB WDR Annual Permit

\$3,150

52120 DUES AND MEMBERSHIPS – \$1,425 ***(Only \$1,200 approved in Adopted Budget)***

Personnel

Description

Cost

Monica Heredia, Director of Public Works/City Engineer

City & County Engineers Association Membership

\$ 250

Rosemary Hoerning, Executive Director of Engineering

APWA & County Engineers Association Membership

\$ 250

Steve Stanton, Engineering Division Manager

APWA & MSA Annual Membership

\$ 250

Roberto Ortega, Engineering Division Manager

APWA Membership

\$ 225

James Diaz, Public Works Inspector

APWA Membership

\$ 225

Samantha Contreras, NPDES Inspector

CWEA Annual Membership

\$ 225



**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4641 Management and Construction

Object  
Number

52130      TRAVEL AND MEETINGS – \$5,795 *(Only \$4,500 approved in Adopted Budget)*

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52190      SPECIAL CONSULTING SERVICES – \$207,000

DBE Goal Setting – \$2,000

Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2023, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include the Central Avenue/Union Pacific Grade Separation Project and Highway Safety Improvements Program (HSIP projects).

Miscellaneous Consultant Services – \$5,000

Consulting services such as writing legal descriptions, preparing plans, minor design work and plan preparation, and special studies, \$5,000.

NPDES Program Management – \$200,000

CASC Engineering, Inc. will manage this program. The consultant will assign a Project Manager supported by a team of staff spanning the experiences needed to effectively implement the MS4 NPDES program. That means CASC will "staff up" and "staff down" to match the ebb and flow of program implementation for the City of Montclair. In essence, Montclair will have NPDES program managers, NPDES permit specialists, inspectors, QSDs, QSPs, designers, engineers (trash device implementation), biologists, and monitoring specialists available to assist the city on-call and only when needed. The consultant will attend monthly County NPDES meetings, implement the public Outreach Program, provide staff training, review WQMP documents and provide conditions of approvals for new development. The City will enter into the 2<sup>nd</sup> year of a five year agreement, Agreement 22-62, with CASC Engineering for consultant services. The annual contract is on an as needed basis with an annual cap of \$60,000. Agreement 22-62 would be amended to add the additional services with a new cap of approximately \$200,000 annually, \$200,000.

52191      SPECIAL CONSULTING SERVICES REIMBURSEMENT – <\$100,000>

Reimbursement to the City for NPDES Program Permit Services.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4641 Management and Construction

Object  
Number

52270      PLAN CHECK SERVICE – \$100,000

Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Management Plan goals (\$50,000) and development conditions of approval (\$50,000)

52271      PLAN CHECK SERVICE REIMBURSEMENT – <\$100,000>

Reimbursement to the City for Plan Check Service.

52420      SPECIAL LAB TESTING – \$1,000

Sewer testing, special testing, and compliance monitoring testing: This account is budgeted to finance the monthly, bi-monthly, and semi-annual chemical analysis of the City's wastewaters as required by the Regional Water Quality Control Board. Testing includes (1) sewer testing: analysis of monthly, bi-monthly, and semi-annual samples taken from three connection points, as required by Exhibit A of the Inland Empire Utilities Agency (IEUA) service contract, (2) special testing: includes special testing of Exhibit A violations and Monte Vista Water District (MVWD) background well testing to help develop local limits, and (3) compliance monitoring: City must periodically sample permitted businesses as required by the Environmental Protection Agency and the California Regional Water Quality Control Board.

52450      SPECIAL CONTRACT SERVICES – \$118,464

UNDERGROUND SERVICE ALERT – \$3,500

Payment to Underground Service Alert (USA) for their notification services. This service is a legal requirement mandated by the state. Before any excavation can take place, USA must be notified. Utility owners must then mark their facilities within 48 hours. The current charge is based on the number of notifications received by the City and is \$1.65 per notification. The City averages approximately 120 notifications per month plus a regulatory fee of \$80 per month.

NPDES – \$66,846

The City is a co-permittee with other cities and the San Bernardino County Flood Control District under an NPDES permit for the regulation of stormwater runoff. The permit is issued by the California Regional Water Quality Control Board, Santa Ana Region, and is required for compliance with Federal Environmental Protection Agency regulations as mandated by the Federal Clean Water Act. The purpose of the permit is to implement programs to reduce pollution into the receiving waters of the United States. The co-permittees entered into an agreement to share the costs of implementing NPDES requirements. The City's share is approximately 2.41 percent of the overall \$2,777,492 budget (San Bernardino Flood had some existing revenues which are being credited to the City this year). The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4641 Management and Construction

Object  
Number

52450      SPECIAL CONTRACT SERVICES – continued

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$26,977

The state requires each entity that owns and/or operates a storm drain system to pay an annual fee based on the entity's population. Montclair's population falls in the range of 25,000-49,000 with an annual fee of \$18,989\*. In addition, the California Regional Water Quality Control Board, Santa Ana Region, implements a 21% surcharge, \$3,988, along with the fees.

\*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT – \$4,000

New fee being implemented – 21% surcharge fee Section 13260 Water Code.

PLANET BIDS – \$4,641

The state requires that projects be publically advertised. Planetbids is a web-based bid management system that meets state advertising requirements for Capital Improvements projects.

SSMP – \$10,000

Sewer System Management Plan (SSMP)/Master Plan annual update.

FOG (Fats, Oil & Grease) MONITORING PROGRAM – \$2,500

Aquatics software annual administration fees.

52540      VOCATIONAL TRAINING – \$2,400

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training.”

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4641 Management and Construction

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Object  
Number

52850      CELLULAR PHONE EXPENSE – \$4,695

Cellular phone use for the Public Works Department. These funds are used for all Public Works cellular phones except those assigned for use by sewer personnel. Those phones assigned to sewer personnel are paid from the Sewer Fund.

52990      MISCELLANEOUS EXPENDITURES – \$2,500

Anticipated miscellaneous expenditures include, Disadvantaged Business Enterprise advertisements; special permits and filing fees not otherwise chargeable to other accounts; padlocks, hanging files, Microflex Latex Exam Gloves, Kimberly Clark X60 Wipers; marking paint; various buffer solutions and tracer dyes used in testing storm water runoff; manhole cover hooks; miscellaneous office supplies, etc.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4642

Department	Division	Program
Public Works	Engineering	Inspection

### Program Description

Issue Public Works construction permits for works within public rights of way; provide inspection of Public Works capital improvement projects, public improvements within subdivisions, and public improvements by private developments; provide inspection of work by utility companies within public rights of way; provide on-site inspection of grading when requested by the Building Division; and provide inspection services as requested by other departments.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	111,691	123,885	123,885	123,885
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>111,691</b>	<b>123,885</b>	<b>123,885</b>	<b>123,885</b>

<b>Personnel Authorized</b>	0.80 (FT)	0.80 (FT)	0.80 (FT)	0.80 (FT)
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### Source of Funds

General Fund	111,691	123,885	123,885	123,885
<b>Total</b>	<b>111,691</b>	<b>123,885</b>	<b>123,885</b>	<b>123,885</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4642 Inspection

### **Work Program**

1. Inspect public works projects.
2. Inspect development-related work within the public right-of-way.
3. Inspect utility company related work within the public right-of-way.
4. Issue permits for work performed within the public right-of-way.
5. Provide project management of public works projects.
6. Provide on-site grading inspection at request of Building Division.
7. Provide inspection assistance for other departments.

### **Units of Measure**

	<u>2021-2022</u>	<u>1st 6 mos. 2022-2023</u>	<u>Estimate 2023-2024</u>
Subdivision public improvement inspections	200	100	200
Private development improvement inspections	50	30	50
Public works improvement inspections performed	200	100	200
Public utilities inspections performed	100	50	100

### **Personnel Services – \$123,885**

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$18,855; Senior Public Works Inspector (0.70) – \$64,898. Cost allocations are as follows: full-time salaries – \$83,753; overtime – \$3,000; benefit costs – \$37,132.

### **Services and Supplies**

No funding requested.

### **Capital Outlay**

No funding requested.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4644

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering

### Program Description

Oversee the maintenance of traffic signals, signal coordination and timing, and street lighting system; provide for the implementation of proper safety standards and devices to ensure that the City street system functions in a safe manner; and prepare and review traffic engineering studies. Coordinate traffic and transportation issues with surrounding and regional agencies. Maintain Highway Performance Monitoring System (HPMS) program database required by state and federal governments. Perform traffic counts on major streets. Prepare speed surveys as required in accordance with state law.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	11,458	12,428	12,428	12,428
Services and Supplies	176,000	329,000	276,000	276,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>187,458</b>	<b>341,428</b>	<b>288,428</b>	<b>288,428</b>

<b>Personnel Authorized</b>	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)
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### Source of Funds

General Fund	11,458	12,428	12,428	12,428
Gas Tax Fund	176,000	329,000	276,000	276,000
<b>Total</b>	<b>187,458</b>	<b>341,428</b>	<b>288,428</b>	<b>288,428</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works	Engineering	4644 Traffic Safety Engineering

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### **Work Program**

1. Maintain accident record system.
  2. Conduct studies and investigations relative to traffic safety.
  3. Respond to citizen requests regarding traffic operations.
  4. Implement signing and striping projects to improve safety and facilitate traffic flow.
  5. Oversee maintenance and operation of traffic signals.
  6. Conduct traffic counts and speed surveys.
  7. Maintain Highway Performance Monitoring System (HPMS) program database. The HPMS database is required by both state and federal government agencies.
  8. Participation in SBCTA and Caltrans regional transportation issues including Congestion Management Plan and NEXUS study updates and implement/monitor/adjust Transportation Development Impact Fees.
  9. Review development impacts on transportation and traffic.
- 

### **Units of Measure**

	<u>2021-2022</u>	<u>1st 6 mos. 2022-2023</u>	<u>Estimate 2023-2024</u>
Developments reviewed	10	5	10
Signals maintained	45	47	50
Reports, studies, investigations	1	5	5
Citizen requests	40	15	35
Traffic Counts	20	0	10

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### **Personnel Services – \$12,428**

Salary requests are for: Director of Public Works/City Engineer (0.05) – \$9,427. Cost allocations are as follows: full-time salaries – \$9,427; benefit costs – \$3,001.

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### **Services and Supplies – \$329,000**

Funding requested is for: maintenance – traffic signals – \$100,000; extraordinary signal maintenance – \$180,000; architecture/engineering services – \$48,000; miscellaneous expenditures – \$1,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4644 Traffic Safety Engineering

Object  
Number

52040      MAINTENANCE – TRAFFIC SIGNALS – \$100,000 *(Only \$60,000 approved in Adopted Budget)*

Monthly routine and preventative maintenance checks of the City's 50 traffic signals and one beacon at Fire Station No. 1, along with three signal systems shared with San Bernardino County, are performed by Econolite Systems at a rate of \$77.76 per month per signalized intersection. (Gas Tax Fund)

52060      EXTRAORDINARY SIGNAL MAINTENANCE – \$180,000

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, video detection, LED signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately \$7,000 or \$85,000 per year. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's traffic signal controllers are outdated and need replacement at a cost of \$75,000. (Gas Tax Fund)

52260      ARCHITECTURE/ENGINEERING SERVICES – \$48,000 *(Only \$35,000 approved in Adopted Budget)*

Traffic engineering services for signal timing maintenance, Congestion Management Plan monitoring, preparation and/or review of traffic studies, and miscellaneous traffic engineering services. (Gas Tax Fund)

52990      MISCELLANEOUS EXPENDITURES – \$1,000

Traffic counter supplies as necessary including road tubes, clamps, cleats, tape, concrete nails, batteries, and air switches necessary to maintain the City's traffic counting program. (Gas Tax Fund)

## DIVISION BUDGET SUMMARY

Department	Division
Public Works	Streets

### Overview

Maintain the City infrastructure through managing of programs including graffiti abatement, maintaining and making minor repairs to streets and alleys, sidewalks, storm drain facilities, abating weeds in the City right-of-ways, striping, stenciling, maintaining regulatory signs and sweeping streets.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	720,789	998,073	648,533	648,533
Services and Supplies	1,033,082	1,114,611	1,021,490	1,021,490
Capital Outlay	34,600	403,528	88,000	88,000
<b>Total</b>	<b>1,788,471</b>	<b>2,516,212</b>	<b>1,758,023</b>	<b>1,758,023</b>

<b>Personnel Authorized</b>	9.15 (FT) 1.15 (PT)	14.05 (FT) 1.15 (PT)	8.97 (FT) 1.15 (PT)	8.97 (FT) 1.15 (PT)
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### Department Distribution

Graffiti Abatement	94,521	94,321	94,321	94,321
Street Maintenance	1,365,559	1,936,240	1,333,488	1,333,488
Signing and Painting	144,950	144,514	149,260	149,260
Street Sweeping	183,441	341,137	180,954	180,954
<b>Total</b>	<b>1,788,471</b>	<b>2,516,212</b>	<b>1,758,023</b>	<b>1,758,023</b>

### Source of Funds

General Fund	1,226,610	1,668,603	1,142,480	1,142,480
Gas Tax Fund	533,137	574,936	504,815	504,815
Community Dev Block Grant Fund	28,724	30,728	30,728	30,728
Equipment Replacement Fund	0	241,945	80,000	80,000
<b>Total</b>	<b>1,788,471</b>	<b>2,516,212</b>	<b>1,758,023</b>	<b>1,758,023</b>

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4645**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Graffiti Abatement

### Program Description

Remove graffiti from public property and selected locations on residential and commercial structures throughout the City.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	80,321	73,621	73,621	73,621
Services and Supplies	14,200	20,700	20,700	20,700
Capital Outlay	0	0	0	0
<b>Total</b>	<b>94,521</b>	<b>94,321</b>	<b>94,321</b>	<b>94,321</b>

<b>Personnel Authorized</b>	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)
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### Source of Funds

General Fund	65,797	63,593	63,593	63,593
Community Dev Block Grant Fund	28,724	30,728	30,728	30,728
<b>Total</b>	<b>94,521</b>	<b>94,321</b>	<b>94,321</b>	<b>94,321</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4645 Graffiti Abatement

### **Work Program**

1. Removal of graffiti from public and private property by City crews.

### **Units of Measure**

	<u>2021-22</u>	1st 6 mos. <u>2022-23</u>	Estimated <u>2023-24</u>
Locations graffiti abated	1,165	2,000	4,000

### **Personnel Services – \$73,621**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Graffiti Abatement Worker (1.50) – \$46,029. Cost allocations are as follows: full-time salaries – \$51,114; admin other departments – <\$1,400>; overtime – \$1,000; benefit costs – \$22,907.

### **Services and Supplies – \$20,700**

Funding requested is for: uniforms – \$2,200; program supplies – \$2,500; materials – miscellaneous maintenance and repair – \$15,000; small equipment – \$1,000.

### **Capital Outlay**

No funding requested.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4645 Graffiti Abatement

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Object  
Number

51100      UNIFORMS – \$2,200

Provide and launder uniforms and purchase work boots for personnel assigned to this division. (CDBG Fund)

51130      PROGRAM SUPPLIES – \$2,500

Work gloves, safety goggles, rain gear, etc., used by personnel in this division.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$15,000

Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)

52690      SMALL EQUIPMENT – \$1,000

Airless paint sprayer.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4646

Department	Division	Program
Public Works	Streets	Street Maintenance

### Program Description

Provide a safe travelway for both pedestrian and vehicular traffic by making repairs to streets, sidewalks, maintaining flood control facilities, controlling weed growth and repairing fencing in the public right-of-way, and picking up abandoned shopping carts and debris from City streets and alleys.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	377,177	679,484	316,698	316,698
Services and Supplies	953,782	1,006,811	928,790	928,790
Capital Outlay	34,600	249,945	88,000	88,000
<b>Total</b>	<b>1,365,559</b>	<b>1,936,240</b>	<b>1,333,488</b>	<b>1,333,488</b>
<b>Personnel Authorized</b>	4.50 (FT) 0.15 (PT)	9.50 (FT) 0.15 (PT)	4.32 (FT) 0.15 (PT)	4.32 (FT) 0.15 (PT)

### Source of Funds

General Fund	891,012	1,197,749	814,763	814,763
Gas Tax Fund	474,547	496,546	438,725	438,725
Equipment Replacement Fund	0	241,945	80,000	80,000
<b>Total</b>	<b>1,365,559</b>	<b>1,936,240</b>	<b>1,333,488</b>	<b>1,333,488</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Streets	4646 Street Maintenance

### **Work Program**

1. Remove and replace asphalt concrete that has deteriorated.
2. On-going crack sealing program.
3. Remove and replace damaged concrete sidewalk, curb and gutter, and cross gutter.
4. Maintain all flood control facilities and City rights-of-way.
5. Eradicate weeds from all City rights-of-way.

### **Units of Measure**

	<u>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Tons of asphaltic concrete placed	12	16	60
Pounds of crack seal placed	2,800	0	10,000
Square footage of sidewalk removed And replaced	150	1,380	6,400
Remove and replace curb and gutter (lin. ft.)	0	0	40
Flood control facilities maintained (lin. ft.)	24,000	12,000	24,000

### **Personnel Services – \$679,484**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Leadworker Maintenance (1.15) – \$64,379; Maintenance Worker (7.90) – \$375,439; Customer Service Representative/Office Specialist (0.15) – \$6,674; Senior Leadworker (0.15/part-time) – \$2,551; Cost allocations are as follows: full-time salaries – \$451,577; part-time salaries – \$2,551; overtime – \$30,000; benefit costs – \$195,356.

### **Services and Supplies – \$1,006,811**

Funding requested is for: uniforms – \$7,250; program supplies – \$3,000; license/permits/certificates – \$2,300; materials – asphalt mix – \$22,500; materials – cement/sand/gravel – \$13,300; materials – weed chemicals – \$3,000; materials – miscellaneous maintenance and repair – \$18,400; dues and memberships – \$1,460; street lighting – \$400,000; special contract services – \$489,201; educational grants – \$3,000; vocational training – \$40,900; rent – equipment – \$2,500.

### **Capital Outlay – \$249,945**

Funding requested is for: one KM8000T 4-Ton Asphalt Hotbox Trailer – \$60,000; one PJ Low-Pro High Side Dump Trailer – \$20,000; one 2023 or 2024 XT Pro 56 Forestry Aerial Ford F750 XL Gasoline Model – \$161,945; one Multi-quip tow behind cement mixer – \$8,000.

**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,500
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. PAPA (4 exams and eight seminars)	Southern California	Varies	\$1,500
52540	Division Personnel	Provide training for division personnel to obtain their Commercial Drivers License through the State of California DOT. (Seven employees @ \$5,200)	City Yard	Varies	\$36,400
52540	Division Personnel	PAPA classes for continuing education hours to maintain certificates	Southern California	Varies	\$1,500
				<b>Total:</b>	<b>\$40,900</b>

***(Only \$32,000 approved in Adopted Budget)***



**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object  
Number

51100      UNIFORMS – \$7,250

Rental and cleaning of uniforms and purchase of work boots for Departmental Personnel.  
(General Fund – \$3,625; Gas Tax Fund – \$3,625)

51130      PROGRAM SUPPLIES – \$3,000

Shovels, hoes, rakes, picks, brooms, etc., \$1,000  
Rain gear for four new employees, gloves, ear and eye protection, and safety equipment for applying pesticides, \$1,500  
(General Fund – \$400; Gas Tax Fund – \$2,600)

51150      LICENSE/PERMITS/CERTIFICATES – \$2,300 ***(Only \$1,000 approved in Adopted Budget)***

Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.

51350      MATERIALS – ASPHALT MIX – \$22,500 ***(Only \$14,250 approved in Adopted Budget)***

Asphalt and crack sealing material to make street repairs as needed throughout the City, \$12,900  
Pothole Mix, \$4,200  
Romasol – (2) 55 gallon drums, \$5,400  
(General Fund – \$2,250; Gas Tax Fund – \$20,250) ***(General Fund – \$2,250; Gas Tax Fund – \$12,000)***

51360      MATERIALS – CEMENT/SAND/GRAVEL – \$13,300 ***(Only \$7,830 approved in Adopted Budget)***

Cement (bagged), sand and gravel, \$1,300  
Eight truckloads of cement @ 9.5 yards each truckload, \$12,000  
(General Fund – \$1,330; Gas Tax Fund – \$11,970) ***(General Fund – \$1,330; Gas Tax Fund – \$6,500)***

51400      MATERIALS – WEED CHEMICALS – \$3,000

Chemicals to control weeds in streets and rights-of-way throughout the City. Increase is due to the purchase of additional Krovar, which is a soil sterilent to help keep weeds down longer.  
(General Fund – \$500; Gas Tax Fund – \$2,500)

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4646 Street Maintenance

Object  
Number

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$18,400 ***(Only \$13,000 approved in Adopted Budget)***

Barricades, flashers, batteries, pavement markers, padlocks, chain link fence, storm drain filter replacements and other materials necessary to perform the day-to-day functions of this division, \$13,000

Twenty-two Smart Stud lighted crosswalk pavement markers for crosswalk at Montera Elementary School on Monte Vista, \$5,400  
 (General Fund – \$2,000; Gas Tax Fund – \$16,400) ***(General Fund – \$1,500; Gas Tax Fund – \$11,500)***

52120      DUES AND MEMBERSHIPS – \$1,460

Leadworker, Maintenance Worker	CDPR Exam Fee	\$ 160
Leadworker, Maintenance Worker	PAPA Membership	\$ 100
Leadworker, Maintenance Worker	PAPA QAL/QAC Test Preparation	\$ 400
Division Personnel	MSA Dues	\$ 800

52340      STREET LIGHTING – \$400,000

Energy and maintenance costs associated with street lighting. Street lighting is provided by Southern California Edison under several rate structures. The City pays monthly bills to Edison that covers energy, maintenance, and repair and/or replacement when necessary.

52450      SPECIAL CONTRACT SERVICES – \$489,201 ***(Only \$440,000 approved in Adopted Budget)***

Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$30,000  
 Landscaping for the existing median islands and parkways, \$335,097  
 Contract with West Coast Arborists for tree maintenance services in Grid 4 (913 trees @ \$70.65/tree), \$64,504  
 Miscellaneous tree trimming, removal of 78 dead trees and 74 stumps, \$50,000  
 Annual Palm tree trimming, \$9,600

(General Fund – \$50,000; Gas Tax Fund – \$439,201) ***(General Fund – \$40,000; Gas Tax Fund – \$400,000)***

52530      EDUCATIONAL GRANTS – \$3,000

Per MOUs, education grants are provided to employees for education-related expenses.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4646 Street Maintenance

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Object  
Number

52540      VOCATIONAL TRAINING – \$40,900 *(Only \$32,000 approved in Adopted Budget)*

Attendance at vocational training classes – for detail see “Worksheet – Schedule B – Vocational Training.”

52640      RENT – EQUIPMENT – \$2,500

Rental of private equipment such as augers, asphalt and concrete cutters, etc. These funds are only used in the event of City-owned equipment failure.

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4646 Street Maintenance

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	KM8000T 4-Ton Asphalt Hotbox Trailer	The Streets Division is seeking to purchase a KM8000T 4-Ton Asphalt Hotbox Trailer. The current asphalt patcher, a 1997 GMC Asphalt Truck, is not compliant with the AQMD and after January 1, 2021 can no longer be driven on any California roadway. This Hotbox Trailer will be sufficient to replace the Asphalt Truck. (Equipment Replacement Fund)	\$60,000
62020	PJ Low-Pro High Side Dump Trailer	The Streets Division is seeking to purchase a PJ Low-Pro High Side Dump Trailer. The current dump truck, a 2002 International Dump Truck, is not compliant with the AQMD and after January 1, 2021 can no longer be driven on any California roadway. This dump trailer will be sufficient to replace the dump truck at this time. (Equipment Replacement Fund)	\$20,000
62020	2023 or 2024 XT Pro 56 Forestry Aerial Ford F750 XL Gasoline Model	The Streets Division is seeking to purchase a new 2023 or 2024 XT Pro 56 Forestry Aerial Ford F750 XL Gasoline Model. The current aerial truck, a 1993 GMC Aerial Truck with Chipper Box, is not compliant with the AQMD and after January 1, 2021 can no longer be driven on any California roadway. (Equipment Replacement Fund)	\$161,945
<b><i>(Not approved in Adopted Budget)</i></b>			
62050	Multi-Quip Tow Behind Cement Mixer	The current cement mixer, manufactured in 1972, no longer reliably works. The drum does not turn under load and does not mix the cement. A new cement mixer is needed for multiple yearly concrete repairs.	\$8,000
			<b>Total:      \$249,945</b>
<b><i>(Only \$88,000 approved in Adopted Budget)</i></b>			

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4650**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Streets	Signing and Painting

### Program Description

Move pedestrian and vehicle traffic on City streets in a safe manner by an effective maintenance program of striping, legend painting, and replacing and updating signs throughout the City.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	91,150	72,714	88,460	88,460
Services and Supplies	53,800	71,800	60,800	60,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>144,950</b>	<b>144,514</b>	<b>149,260</b>	<b>149,260</b>
<b>Personnel Authorized</b>	1.05 (FT)	0.95 (FT)	1.05 (FT)	1.05 (FT)

### Source of Funds

General Fund	96,530	79,894	93,340	93,340
Gas Tax Fund	48,420	64,620	55,920	55,920
<b>Total</b>	<b>144,950</b>	<b>144,514</b>	<b>149,260</b>	<b>149,260</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works	Streets	4650 Signing and Painting

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### **Work Program**

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
  2. Paint traffic striping biennially.
  3. Paint traffic legends throughout the City on a biennial or as-needed basis.
  4. Replace and maintain all Raised Pavement Markers throughout the City on an as-needed basis.
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### **Units of Measure**

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	<u>2021–22</u>	<u>1st 6 mos. 2022–23</u>	<u>Estimate 2023–24</u>
Maintain signs	1,700	187	2,500
Fabricate signs	90	115	250
Stripe miles of street	0	0	10
Stencil traffic legends	0	0	250
Raised Pavement Markers	0	0	2,000

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### **Personnel Services – \$72,714**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Maintenance Worker (0.90) – \$41,744. Cost allocations are as follows: full-time salaries – \$46,829; overtime – \$5,000; benefit costs – \$20,885.

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### **Services and Supplies – \$71,800**

Funding requested is for: program supplies – \$800; materials – traffic striping – \$12,000; materials – street signs – \$48,000; materials – miscellaneous maintenance and repairs – \$6,000; special contract services – \$5,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4650 Signing and Painting

Object  
Number

51130      PROGRAM SUPPLIES – \$800

Work gloves and safety equipment as well as small tools such as cutting blades, shovels, brooms, drill bits, etc. used by personnel in the Division.

(General Fund – \$80; Gas Tax Fund – \$720)

51330      MATERIALS – TRAFFIC STRIPING – \$12,000

Traffic paint in various colors including white, yellow, black, blue, red and green; glass beads to enhance the paint's reflectivity at night; adhesive materials and pavement markers for areas where paint is no longer used. (General Fund – \$1,200; Gas Tax Fund \$10,800)

51340      MATERIALS – STREET SIGNS – \$48,000 – ***(Only \$38,500 approved in Adopted Budget)***

Regulatory signs, i.e., Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications, \$20,000.

Replacement Street Name Signs that are beginning to fade and become non-reflective and do not meet Federal requirements for Retroreflectivity standards:

Overhead Mounted Street Name Signs (6 @ \$500), \$3,000

Replacement pole mounted street name signs (200 @ \$125), \$25,000

(General Fund – \$4,800; Gas Tax Fund – \$43,200) ***(General Fund – \$2,500; Gas Tax Fund – \$36,000)***

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$6,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$600; Gas Tax Fund – \$5,400)

52450      SPECIAL CONTRACT SERVICES – \$5,000 ***(Only \$3,500 approved in Adopted Budget)***

Disposal of Emergency paint related hazardous waste to comply with State and County regulations.

(General Fund – \$500; Gas Tax Fund – \$4,500) ***(General Fund – \$500; Gas Tax Fund – \$3,000)***

## PROGRAM BUDGET SUMMARY – 1

Program Number 4651

Department	Division	Program
Public Works	Streets	Street Sweeping

### Program Description

Provide clean streets free of dirt and debris by sweeping all City streets on a scheduled basis and responding to requests for street sweeping after traffic accidents and/or spills, etc.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	172,141	172,254	169,754	169,754
Services and Supplies	11,300	15,300	11,200	11,200
Capital Outlay	0	153,583	0	0
<b>Total</b>	<b>183,441</b>	<b>341,137</b>	<b>180,954</b>	<b>180,954</b>
<b>Personnel Authorized</b>	2.05 (FT)	2.05 (FT)	2.05 (FT)	2.05 (FT)

### Source of Funds

General Fund	173,271	327,367	170,784	170,784
Gas Tax Fund	10,170	13,770	10,170	10,170
<b>Total</b>	<b>183,441</b>	<b>341,137</b>	<b>180,954</b>	<b>180,854</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works	Streets	4651 Street Sweeping

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### **Work Program**

1. Sweep main roadways, residential streets, and alleys weekly, and the Montclair Transcenter bi-monthly.
  2. Respond to requests for special sweeping after traffic accidents, spills, etc.
- 

### **Units of Measure**

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	<u>2021–22</u>	<u>1st 6 mos. 20221–23</u>	<u>Estimate 2023–24</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	1	4	8

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### **Personnel Services – \$172,254**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Motor Sweeper Operator (2.00) – \$118,482. Cost allocations are as follows: full-time salaries – \$123,567; admin other departments – <\$2,700>; overtime – \$4,000; benefit costs – \$47,387.

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### **Services and Supplies – \$15,300**

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

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### **Capital Outlay – \$153,583**

Funding is requested for: one Osprey II – 2023 Chevy 2500HD truck mounted street sweeper.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4651 Street Sweeping

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Object  
Number

51130      PROGRAM SUPPLIES – \$300

Rain gear, safety gear, work gloves, etc., that will be used by personnel assigned to this division.  
(General Fund – \$30; Gas Tax Fund – \$270)

51370      MATERIALS – STREET SWEEPING – \$15,000 (*Only \$10,900 approved in Adopted Budget*)

Gutter brooms, drag shoes, splash plates, squeegees, suction tubes, curtains and miscellaneous parts for the street sweepers.  
(General Fund – \$1,500; Gas Tax Fund – \$13,500) (*General Fund – \$1,000; Gas Tax Fund – \$9,900*)

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4651 Street Sweeping

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Osprey II – 2023 Chevy 2500HD Truck Mounted Street Sweeper	A small sized truck mounted street sweeper is requested for use during weekend and after hours emergencies. This sweeper does not require a Class B commercial driver license and can be operated by any Public Works staff.	\$153,583
			<b>\$153,583</b>

*(Not approved in Adopted Budget)*

## DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

### Overview

Maintain all City trees, parks, facilities and other landscaped areas in a safe and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	441,981	405,755	384,873	384,873
Services and Supplies	232,425	211,191	159,780	159,780
Capital Outlay	0	0	0	0
<b>Total</b>	<b>674,406</b>	<b>616,946</b>	<b>544,653</b>	<b>544,653</b>

<b>Personnel Authorized</b>	4.40 (FT)	5.05 (FT)	5.07 (FT)	5.07 (FT)
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### Department Distribution

Park Maintenance	579,533	594,227	521,834	521,834
Tree Maintenance	94,873	22,719	22,819	22,819
<b>Total</b>	<b>674,406</b>	<b>616,946</b>	<b>544,653</b>	<b>544,653</b>

### Source of Funds

General Fund	633,266	570,306	509,503	509,503
Park Maintenance Fund	41,140	46,640	35,150	35,150
<b>Total</b>	<b>674,406</b>	<b>616,946</b>	<b>544,653</b>	<b>544,653</b>

## PROGRAM BUDGET SUMMARY – 1

Program Number 4652

Department	Division	Program
Public Works	Park Maintenance	Park Maintenance

### Program Description

Maintain all City parks, median islands, parkways, fire stations, and other City owned facilities in a well-groomed and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	425,343	397,616	376,634	376,634
Services and Supplies	154,190	196,611	145,200	145,200
Capital Outlay	0	0	0	0
<b>Total</b>	<b>579,533</b>	<b>594,227</b>	<b>521,834</b>	<b>521,834</b>
<b>Personnel Authorized</b>	4.35 (FT)	5.00 (FT)	5.02 (FT)	5.02 (FT)

### Source of Funds

General Fund	538,393	547,587	486,684	486,684
Park Maintenance Fund	41,140	46,640	35,150	35,150
<b>Total</b>	<b>579,533</b>	<b>594,227</b>	<b>521,834</b>	<b>521,834</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works	Park Maintenance	4652 Park Maintenance

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### **Work Program**

1. Perform maintenance activities including, but not limited to, the turf, ball fields, landscaped areas, playgrounds, park equipment, parking lots, irrigation systems and any necessary repairs.
  2. Maintain landscaped median islands, parkways and other rights-of-way by maintenance contract.
- 

### **Units of Measure**

	<u>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Acres of parks and facilities maintained	79.24	79.24	79.24
Acres of parks and facilities mowed	41.13	41.13	41.13
Acres of median islands, parkways and bike trails maintained by maintenance contract	18.94	18.94	18.94

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### **Personnel Services – \$397,616**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Leadworker Maintenance (0.90) – \$54,988; Maintenance Worker (3.95) – \$190,589; Customer Service Representative/Office Specialist (0.10) – \$4,449; Cost allocations are as follows: full-time salaries – \$255,111; admin other departments – <\$9,680>; overtime – \$45,000; benefit costs – \$107,185.

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### **Services and Supplies – \$196,611**

Funding requested is for: uniforms – \$5,000; program supplies – \$2,700; materials – fertilizer – \$4,000; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$36,490; travel & meetings – \$1,500; special contract services – \$123,302; rent – equipment – \$850; small equipment – \$15,769; miscellaneous expenditures – \$5,000.

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### **Capital Outlay**

No funding requested.

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**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4652 Park Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Richard Herrera, Leadworker - Maintenance	Attend the 2023 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. (Park Maintenance Fund)	TBA	November 2023	\$1,500
				<b>Total:</b>	<b>\$1,500</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4652 Park Maintenance

Object  
Number

51100      UNIFORMS – \$5,000

Rental and cleaning of uniforms and purchase of work boots for Division Personnel. (General Fund - \$1,350; Park Maintenance Fund- \$3,650)

51130      PROGRAM SUPPLIES – \$2,700

Shovels, hoes, rakes, brooms, pruners, etc., \$1,100

Work gloves, eye and ear protection, rain gear, etc., \$900

Socket set and drill set, \$700

51390      MATERIALS – FERTILIZER – \$4,000 ***(Only \$2,000 approved in Adopted Budget)***

Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.

51400      MATERIALS – WEED CHEMICALS – \$2,000 ***(Only \$1,000 approved in Adopted Budget)***

Chemicals to control weeds at City parks and facilities.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$36,490 (Park Maintenance Fund) ***(Only \$25,000 approved in Adopted Budget)***

Grass seed, top soil, soil amendments, plants, lumber, sod, paint, trash receptacles, brick dust, etc., \$7,000

Playground fiber material to bring playground safety material back into safe levels, \$5,000

Playground equipment replacement of parts due to vandalism, \$7,000

Replacement trash cans at various parks, \$1,000

Wood chips (41 yards), \$5,000

Ballfield brick dust (15 yards), clay, drying agent, homebases, \$4,490

Ballfield fence netting for Golden Girls, \$7,000



**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4652 Park Maintenance

Object  
Number

52130      TRAVEL AND MEETINGS – \$1,500 (Park Maintenance Fund)

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings."

52450      SPECIAL CONTRACT SERVICES – \$123,302 ***(Only \$100,000 approved in Adopted Budget)***

Police Department Facility landscape, Transcenter landscape and Montclair Family Resource Center house, \$107,502

Gopher control at City Facilities, \$10,300

Lawnscape Systems, Inc. for quarterly herbicide spraying at Civic Center, \$5,500

52640      RENT – EQUIPMENT – \$850

Rental of private equipment from local vendors such as walk behind aerators, sod cutters and dethatches.

52690      SMALL EQUIPMENT – \$15,769 ***(Only \$2,150 approved in Adopted Budget)***

Replacement of two backpack blowers, \$1,200

Replacement of one chain saw 25", \$600

Replacement of one chain saw 18", \$350

Enclosed cargo trailer for securing and transporting equipment to prevent theft, \$4,839 ***(Not approved in Adopted Budget)***

Sod Cutter for preparing baseball and softball fields, \$4,901 ***(Not approved in Adopted Budget)***

Walk-Behind Aerator, \$3,879 ***(Not approved in Adopted Budget)***

52990      MISCELLANEOUS EXPENDITURES – \$5,000 (Park Maintenance Fund)

Property taxes for the undeveloped park land at 11202 and 11244 Vernon Avenue.

## PROGRAM BUDGET SUMMARY – 1

Program Number 4653

Department	Division	Program
Public Works	Park Maintenance	Tree Maintenance

### Program Description

Maintain all city trees in the public rights-of-way, city parks and other city-owned facilities by trimming, planting, staking, spraying, and removing trees when necessary.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,638	8,139	8,239	8,239
Services and Supplies	78,235	14,580	14,580	14,580
Capital Outlay	0	0	0	0
<b>Total</b>	<b>94,873</b>	<b>22,719</b>	<b>22,819</b>	<b>22,819</b>
<b>Personnel Authorized</b>	0.05 (FT)	0.05 (FT)	0.05 (FT)	0.05 (FT)

### Source of Funds

General Fund	94,873	22,719	22,819	22,819
<b>Total</b>	<b>94,873</b>	<b>22,719</b>	<b>22,819</b>	<b>22,819</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Park Maintenance	4653 Tree Maintenance

### **Work Program**

1. Maintain trees at City facilities and at City parks.
2. Trim trees in the public right-of-way.
3. Replace dead or damaged trees.
4. Prune roots where feasible to prevent hardscape damage.

### **Units of Measure**

	<u>2021–22</u>	<u>1st 6 mos. 2022–23</u>	<u>Estimate 2023–24</u>
Trees trimmed	1,023	53	91
Trees removed	22	33	10
Trees replaced	0	6	20
Tree roots pruned	0	0	0
Trees sprayed	0	0	0

### **Personnel Services – \$8,139**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085. Cost allocations are as follows: full-time salaries – \$5,085; overtime – \$700; benefit costs – \$2,354.

### **Services and Supplies – \$14,580**

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$12,930; rent – equipment – \$1,000.

### **Capital Outlay**

No funding requested.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4653 Tree Maintenance

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Object  
Number

51130      PROGRAM SUPPLIES – \$250

Sharpening stones, pruners, rakes, etc.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$400

Tree chemicals to control insect infestation of trees, miscellaneous materials including tree stakes, tree ties, etc., used in this program.

52450      SPECIAL CONTRACT SERVICES – \$12,930

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 4, which includes 91 trees; services include tree trimming, tree removal, spraying and planting.

52640      RENT – EQUIPMENT – \$1,000

Rental of wood chipper.

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4654**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works		Irrigation Maintenance

### Program Description

Maintain the irrigation systems for all City parks and other City-owned facilities.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	72,663	85,283	85,283	85,283
Services and Supplies	31,656	52,075	40,775	40,775
Capital Outlay	0	0	0	0
<b>Total</b>	<b>104,319</b>	<b>137,358</b>	<b>126,058</b>	<b>126,058</b>
<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	85,319	137,358	101,058	101,058
Park Maintenance Fund	19,000	0	25,000	25,000
<b>Total</b>	<b>104,319</b>	<b>137,358</b>	<b>126,058</b>	<b>126,058</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Public Works		4654 Irrigation Maintenance

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### **Work Program**

1. Maintain irrigation system for all City parks and City owned facilities.
  2. Test and certify all City owned backflow devices annually.
- 

### **Units of Measure**

	<u>2021-22</u>	1st 6 mos. <u>2022-23</u>	Estimate <u>2023-24</u>
Backflow devices	150	0	150
Irrigation valves	392	392	392
Controllers/timers	84	84	84
City parks/facilities/medians	108	108	108
Hours expended in the repair of Irrigation systems citywide	2,080	1,040	2,080

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### **Personnel Services – \$85,283**

Funding requested if for: Irrigation Specialist (1.00) – \$62,974. Cost allocations are as follows: full-time salaries – \$62,974; benefit costs – \$22,309.

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### **Services and Supplies – \$52,075**

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$41,300; special contract services – \$8,775; rent – equipment – \$1,500.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4654 Irrigation Maintenance

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Object  
Number

51130      PROGRAM SUPPLIES – \$500

Pumps, hand tools, saws, shovels, etc.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$41,300 *(Only \$30,000 approved in Adopted Budget)*

Sprinklers, solenoids, valve wire, valve boxes, batteries, irrigation pipe, glue, shutoff valves, copper pipe, wye strainers, \$20,000

Three new backflow devices, \$5,400

Eight new irrigation timers per year, \$6,400

Twenty-five new valves per year, \$7,500

Backflow cages, \$2,000

*(General Fund – \$5,000; Park Maintenance Fund – \$25,000)*

52450      SPECIAL CONTRACT SERVICES – \$8,775

Basic Backflow to test 150 backflow devices throughout the City for 2023/2024.

52640      RENT – EQUIPMENT – \$1,500

Rental of a trencher.

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4656**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works		Vehicle Maintenance

### Program Description

Perform preventive maintenance and make emergency repairs on all Public Works, Administration, Community Development, Human Services, Police and Fire Department vehicles to ensure that they function properly and are safe for the user.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	175,098	181,383	181,883	181,883
Services and Supplies	340,125	361,472	319,472	319,472
Capital Outlay	18,000	0	0	0
<b>Total</b>	<b>533,223</b>	<b>542,855</b>	<b>501,355</b>	<b>501,355</b>
<b>Personnel Authorized</b>	1.65 (FT)	1.65 (FT)	1.65 (FT)	1.65 (FT)

### Source of Funds

General Fund	515,223	542,855	501,355	501,355
Equipment Replacement Fund	18,000	0	0	0
<b>Total</b>	<b>533,223</b>	<b>542,855</b>	<b>501,355</b>	<b>501,355</b>



## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works		4656 Vehicle Maintenance

### **Work Program**

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment on a scheduled basis.
2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, Human Services and Police vehicles and equipment in the most efficient manner possible.

### **Units of Measure**

	<u>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Number of vehicle services performed	330	222	444
Number of vehicle repairs performed	205	148	296
Number of equipment services performed	96	48	96
Number of equipment repairs performed	62	18	62

### **Personnel Services – \$181,383**

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Equipment Maintenance Manager (0.75) – \$77,389; Equipment Mechanic (0.75) – \$46,369; Customer Service Representative/Office Specialist (0.10) – \$4,449. Cost allocations are as follows: full-time salaries – \$133,292; overtime – \$1,000; benefit costs – \$47,091.

### **Services and Supplies – \$361,472**

Funding requested is for: books and publications – \$2,000; program supplies – \$3,200; license/permits/certificates – \$2,375; materials – transportation/work equipment – \$110,000; gasoline – \$75,000; diesel fuel – \$30,000; oil and lubricants – \$7,000; propane – \$15,000; compressed natural gas – \$40,000; maintenance – transportation/work equipment – \$62,447; maintenance – other equipment – \$6,800; special contract services – \$2,000; vocational training – \$2,700; shop towel services – \$1,000; small equipment – \$1,950.

### **Capital Outlay**

No funding is requested.

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – VOCATIONAL TRAINING**

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Attendance at Fire Mechanics Academy to maintain current technician certificates, 40 hour course	Southern California	Varies	\$1,000
52540	Division Personnel	CNG Safety and Maintenance Training Class for technicians servicing CNG vehicles	Southern California	Varies	\$1,200
52540	Division Personnel	CNG Sweeper Operator and Technician Course	Southern California	Varies	\$500
				<b>Total:</b>	<b>\$2,700</b>

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$2,000

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., \$1,500  
Shop manuals, \$500

51130      PROGRAM SUPPLIES – \$3,200

Gloves, eye protection, etc. used by Division Personnel, \$500  
Miscellaneous hand tools such as sockets, pliers, wrenches, etc. and miscellaneous specialty tools such as wrenches, screwdrivers, sockets, etc., \$1,500  
Annual updates for the Snap-On Modis Diagnostic Scanner for newer year vehicles, \$1,200

51150      LICENSE/PERMITS/CERTIFICATES – \$2,375

EPA ID Verification fee, \$450  
S.C.A.Q.M.D. Emissions fee, \$375  
San Bernardino County Fire CUPA Annual Permit, \$1,250  
San Bernardino County Above Ground Fuel System Fee, \$300

51320      MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$110,000 ***(Only \$80,000 approved in Adopted Budget)***

Spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc., to maintain the City fleet. Maintenance costs for Fire Department pumper trucks are included in this budget amount.

51500      GASOLINE – \$75,000 ***(Only \$70,000 approved in Adopted Budget)***

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

Object  
Number

51510      DIESEL FUEL – \$30,000 ***(Only \$28,000 approved in Adopted Budget)***

Diesel fuel for equipment used in the Public Works and Fire Department, \$27,500  
Diesel Tax Return Fee, \$2,500

51520      OIL AND LUBRICANTS – \$7,000

Oil and lubricants to service the City fleet, including fire apparatus.

51530      PROPANE – \$15,000

Propane for equipment used in the Public Works Department, \$1,000  
Propane for LPG Sweeper, \$14,000

51540      COMPRESSED NATURAL GAS – \$40,000 ***(Only \$35,000 approved in Adopted Budget)***

Compressed natural gas for two Sweeper Trucks, two passenger vans, one Toyota Camry and one fleet truck.

52030      MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$62,447

Outside maintenance and repairs of units involved in accidents and when repair work is performed by private enterprise. The cost for detailing units and car washes for all City departments, including fire apparatus, are also charged to this account; service and safety inspections for fire engines, \$50,000  
Paint Units 202 and 210, \$7,510  
Safety lighting for Unit 216, \$1,450  
Safety lighting for Unit 232, \$3,487

52050      MAINTENANCE – OTHER EQUIPMENT – \$6,800

Annual certification of the overhead crane in the City Garage, \$400  
Annual safety inspection of the two aerial tree trucks Units 206 and 308, \$800

continued on next page

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4656 Vehicle Maintenance

Object  
Number

52050      MAINTENANCE – OTHER EQUIPMENT – continued

Annual inspection and certification of the above ground fuel tank vapor leak test for City Yard and Police Facility Fuel Islands  
(2 @ \$600), \$1,200

Miscellaneous repair to fuel dispensers, \$2,500

Annual Safety Inspection of the Genie Scissor Lift for the City Yard, \$300

Annual Opacity Tests on Diesel Trucks, \$850

Safety Inspection for CNG Fuel Tanks Testing, \$750

52450      SPECIAL CONTRACT SERVICES – \$2,000

Disposal of used oil, oil filters, and used antifreeze, to comply with State and County regulations.

52540      VOCATIONAL TRAINING – \$2,700

Attendance at vocational training classes – for details see “Worksheet – Justification of Conference and in-Service Training Request  
Schedule A – Vocational Training

52680      SHOP TOWEL SERVICES – \$1,000

Shop towel and fender cover weekly cleaning services.

52690      SMALL EQUIPMENT – \$1,950

Stand-up Rolling Tool Box, \$600

Amp Meter, \$150

Battery Jumper Park, \$300

Hose Reel, \$900

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4669**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Sewer	Sewer Maintenance

### Program Description

Maintain all main line sewers by jet flushing, cleaning manholes, removing blockages, repairing main lines, television inspection, and continuing an on-going vector control program. Enforce compliance of laws regulating usage of the sewer collection system.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	1,030,288	792,324	1,167,150	1,167,150
Services and Supplies	3,205,530	3,298,034	3,281,714	3,281,714
Capital Outlay	568,222	23,100	23,100	23,100
Sewer Depreciation	73,556	69,586	69,586	69,586
<b>Total</b>	<b>4,877,596</b>	<b>4,183,044</b>	<b>4,541,550</b>	<b>4,541,550</b>

<b>Personnel Authorized</b>	12.55 (FT) 1.00 (PT)	7.00 (FT) 1.00 (PT)	13.06 (FT) 1.30 (PT)	13.06 (FT) 1.30 (PT)
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### Source of Funds

Sewer Operating Fund	4,803,040	4,112,458	4,470,964	4,470,964
Sewer Replacement Fund	1,000	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	69,586	69,586	69,586
<b>Total</b>	<b>4,877,596</b>	<b>4,183,044</b>	<b>4,541,550</b>	<b>4,541,550</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Sewer	4669 Sewer Maintenance

### **Work Program**

1. Maintain, televise, and inspect main line sewers.
2. Inspect and maintain manholes.
3. Make repairs on main line sewers.
4. Respond to main line sewer blockages.
5. Enforce compliance of laws regulating usage of sewer collection system.

### **Units of Measure**

	<u>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Sewer main maintained (feet)	100,000	51,460	540,000
Sewer main televised and inspected (feet)	2,500	7,200	14,400
Manholes inspected and maintained (each)	100	720	14,040
Repair of sewer main (feet)	0	25	100
Blockage requests (each)	10	5	10
Facility Pretreatment Inspections	150	75	150

### **Personnel Services – \$792,324**

Salary requests are for: Director of Public Works/City Engineer (0.65) – \$122,555; Public Works Operations Assistant Manager (0.65) – \$66,095; Engineering Division Manager (0.30) – \$36,098; Assistant Engineer (0.30) – \$27,637; Senior Public Works Inspector (0.30) – \$27,814; Leadworker Maintenance (0.95) – \$55,196; Maintenance Worker (1.25) – \$60,638; Equipment Maintenance Manager (0.25) – \$25,796; Equipment Mechanic (0.25) – \$15,456; Project Manager (0.30) – \$22,155; NPDES Inspector (0.75) – \$51,488; Administrative Specialist (0.40) – \$22,738; Customer Service Representative/Office Specialist (0.40) – \$17,795; Senior Intern (1.00/part-time) – \$17,170. Cost allocations are as follows: full-time salaries – \$551,406; part-time salaries – \$17,170; overtime – \$11,500; benefit costs – \$212,249.

### **Services and Supplies – \$3,367,620**

Funding requested is for: books and publications – \$400; uniforms – \$3,000; program supplies – \$3,200; license/permits/certificates – \$6,340; materials – transportation/work equipment – \$3,500; materials – weed chemicals – \$2,000; materials – miscellaneous maintenance and repair – \$1,200; gasoline – \$3,000; diesel fuel – \$15,000; oil and lubricants – \$2,000; compressed natural gas – \$7,500; maintenance – other equipment – \$6,000; dues and memberships – \$1,980; travel and meetings – \$3,000; mileage/auto allowance – \$5,460; sewer processing – \$3,213,420; special lab testing – \$1,000; special contract services – \$12,000; educational grants – \$2,500; vocational training – \$3,000; postage – \$250; small equipment – \$1,000; depreciation expense – \$69,586; cellular phone expense – \$1,284.

### **Capital Outlay – \$23,100**

Funding is requested for: new computer in the camera truck – \$6,500; software upgrade for the camera truck – \$16,600.

**WORK SHEET – JUSTIFICATION OF  
CONFERENCE AND IN – SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL AND MEETINGS**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52130	Alex Cardona, Public Works Operations Assistant Manager Mathew Paradis, Public Works Facilities/ Maintenance Assistant Manager Leadworker Maintenance	Attend the Annual California Water Environmental Association (CWEA) and Tri-State Conferences. These conferences provide continuing education hours and the most current information on pretreatment regulations. Required by CWEA.	Las Vegas, NV	August 2023	\$3,000
<b>TOTAL</b>					<b>\$3,000</b>



**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Name and Title of Person Requesting Travel Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Division Personnel	Required continuing education hours for pesticide application licenses.	Southern California	Varies	\$500
52540	Division Personnel	CWEA training of various required courses related to sewer maintenance, pretreatment, FOG and environmental inspection.	Various	Varies	\$900
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$600
52540	Leadworker Maintenance	Training to obtain National Association of Sewer Service Companies (NASSCO) certificate for Sewer Master Planning purposes.	Las Vegas, NV	August 2023	\$1,000
				<b>Total:</b>	<b>\$3,000</b>

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

Object  
Number

51020      BOOKS AND PUBLICATIONS – \$400 *(Only \$200 approved in Adopted Budget)*

Books and periodicals relating to sewer maintenance program. Pretreatment and Environmental Inspection exam books.

51100      UNIFORMS – \$3,000 *(Only \$1,700 approved in Adopted Budget)*

Safety toe work boots and uniforms for personnel assigned to this division.

51130      PROGRAM SUPPLIES – \$3,200

Gloves, eye protection, coveralls, antiseptic soap, wipes, etc., \$1,700

Miscellaneous hand tools such as sockets, pliers, wrenches, etc., \$1,000

Print educational forms and flyers for residential/commercial, \$500

51150      LICENSE/PERMITS/CERTIFICATES – \$6,340 *(Only \$4,000 approved in Adopted Budget)*

California Water Environmental Association certificates for one lead-worker and two maintenance workers, \$1,770

Qualified Applicators Certificate renewal fees for three leadworkers, \$570

PAPA Membership for five Public Works employees, \$250

PAPA QAL/QAC Test Preparation for three maintenance workers, \$600

Annual Permit fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), State Water Resource Control Board (SWRCB), Waste Discharge Requirements for a Sewer Collection System (WDR), \$3,150

51320      MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$3,500

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

51400      MATERIALS – WEED CHEMICALS – \$2,000

Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

- 51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200  
Clay pipe fittings, latex tubing, and buffing solutions etc.
- 51500      GASOLINE – \$3,000 ***(Only \$500 approved in Adopted Budget)***  
Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
- 51510      DIESEL FUEL – \$15,000 ***(Only \$12,000 approved in Adopted Budget)***  
Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
- 51520      OIL AND LUBRICANTS – \$2,000  
Oil and lubricants used in the Sewer Division of the Public Works Department.
- 51540      COMPRESSED NATURAL GAS – \$7,500 ***(Only \$2,000 approved in Adopted Budget)***  
Compressed natural gas for various vehicles in the City fleet.
- 52050      MAINTENANCE – OTHER EQUIPMENT – \$6,000 ***(Only \$5,000 approved in Adopted Budget)***  
Annual check and service on the gas detector, calibration gas, constituent sensors, \$1,000  
Outside repairs, \$2,500  
Storm Drain Placards, \$2,500
- 52120      DUES AND MEMBERSHIPS – \$1,980 ***(Only \$1,500 approved in Adopted Budget)***  
Membership in the Maintenance Superintendents Association for twenty-two Public Works employees

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

52130      TRAVEL AND MEETINGS – \$3,000

Attendance at conferences and meetings – for detail see “Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings.”

52410      SEWER PROCESSING – \$3,213,420

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2022/23 fiscal year with 147,000 E.D.U.'s at \$21.86 per equivalent dwelling unit.

52420      SPECIAL LAB TESTING – \$1,000

This account is budgeted to finance the monthly, bi–monthly and semi–annual chemical analysis of the sewage waste waters generated in the City as required by the Regional Water Quality Control Board. These include:

1) SEWER TESTING – \$500

As required in Exhibit A of the Inland Empire Utilities Agency Service contract, the City must submit analysis of monthly, bi–monthly, and semi–annual samples taken from three connection points.

2) SPECIAL TESTING – \$250

When sample violations of Exhibit A requirements occur, the City must track the violations through special testing. The results of this testing must be reported to the Inland Empire Utilities Agency, and to the State Regional Quality Control Board whenever necessary. Monte Vista Water District background well testing for required constituents to help develop local limits.

3) COMPLIANCE MONITORING – \$250

As required by the Environmental Protection Agency and the California Regional Water Quality Control Board regulations, a city must periodically sample its permitted businesses. The results of this analysis are submitted to the overseeing agencies on a quarterly basis.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4669 Sewer Maintenance

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Object  
Number

52450      SPECIAL CONTRACT SERVICES – \$12,000

Special contract services by vendors for sewer mainline incidents, \$1,500

Cost to have the clarifier at the City Yard pumped four times a year and the clarifier at the Police Department one time per year, \$1,500

Sanitary Sewer Management Plan (SSMP) annual update by consultant, \$1,000 (Sewer Replacement Fund)

Software program for FOG and Pretreatment inspection monitoring and data storage, \$8,000

52530      EDUCATIONAL GRANTS – \$2,500

Attendance by Division personnel at work related courses held at local colleges.

52540      VOCATIONAL TRAINING – \$3,000

Attendance at vocational training classes – for detail see “Worksheet – Justification of Conference and in–Service Training Request  
Schedule B – Vocational Training.”

52670      POSTAGE – \$250

Mailing of sewer related information.

52690      SMALL EQUIPMENT – \$1,000

Two manhole lifters.

52760      DEPRECIATION EXPENSE – \$69,586

Projected sewer line and sewer equipment depreciation. (Sewer Capital Asset Fund)

52850      CELLULAR PHONE EXPENSE – \$1,284

Cellular phone charges for personnel assigned to this division.

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4669 Sewer Maintenance

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Computer for the Sewer Camera Truck	The computer in the Sewer Camera Truck is not able to reliably operate the current software and saved files are lost when the computer crashes. The current software has a required update that the computer is unable to support. All City sewer lines must be televised every five years. Sewer televising was last completed in 2017.	\$6,500
62050	Software for the Sewer Camera Truck	The software in the Sewer Camera Truck is obsolete and requires an upgrade.	\$16,600
			<b>Total: \$23,100</b>

## DIVISION BUDGET SUMMARY

Department	Division
Public Works	Building Maintenance

### Overview

1. Maintain all facilities in a safe and attractive manner.
2. Maintain all heating and air conditioning equipment in proper operating condition.
3. Provide janitorial service to maintain interior of City facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	601,538	630,256	621,358	621,358
Services and Supplies	869,041	1,260,843	1,228,760	1,228,760
Capital Outlay	5,035	304,500	219,500	219,500
<b>Total</b>	<b>1,475,614</b>	<b>2,195,599</b>	<b>2,069,618</b>	<b>2,069,618</b>

<b>Personnel Authorized</b>	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)
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### Department Distribution

Building Maintenance Services	876,438	1,401,187	1,326,858	1,326,858
Heating and A/C Services	181,278	318,216	309,716	309,716
Janitorial Services	417,898	476,196	433,044	433,044
<b>Total</b>	<b>1,475,614</b>	<b>2,195,599</b>	<b>2,069,618</b>	<b>2,069,618</b>

### Source of Funds

General Fund	1,475,614	2,195,599	1,126,618	1,126,618
2021 Lease Revenue Bond Fund	0	0	943,000	943,000
<b>Total</b>	<b>1,475,614</b>	<b>2,195,599</b>	<b>2,069,618</b>	<b>2,069,618</b>

## PROGRAM BUDGET SUMMARY – 1

Program Number 4691

Department	Division	Program
Public Works	Building Maintenance	Building Maintenance Services

### Program Description

Maintain all public facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	200,927	203,344	201,448	201,448
Services and Supplies	675,511	1,037,843	1,050,410	1,050,410
Capital Outlay	0	160,000	75,000	75,000
<b>Total</b>	<b>876,438</b>	<b>1,401,187</b>	<b>1,326,858</b>	<b>1,326,858</b>

<b>Personnel Authorized</b>	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)
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### Source of Funds

General Fund	876,438	1,401,187	503,858	503,858
2021 Lease Revenue Bond Fund	0	0	823,000	823,000
<b>Total</b>	<b>876,438</b>	<b>1,401,187</b>	<b>1,326,858</b>	<b>1,326,858</b>



## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4691 Building Maintenance Services

### **Work Program**

1. Carpentry: Any and all repairs to City facilities; i.e., walls, ceilings, floors, windows, doors, etc.
2. Plumbing: Any and all repairs to City facilities; i.e., toilet fixtures, drain cleaning, new installations, add-ons, emergency repairs, etc.
3. Electrical: Any and all repairs to City facilities; i.e., light and receptacle repairs, new installations, add-ons, lamp change out, emergency repairs, etc.
4. Painting: Any and all painting of City facilities; i.e., ceilings, walls, doors, door frames, finishing cabinets, etc.
5. Miscellaneous: Use for any function not reported in the above activities.

### **Units of Measure**

	<u>2021-22</u>	<u>1st 6 mos. 2022-23</u>	<u>Estimate 2023-24</u>
General Building Maintenance	19	19	19

### **Personnel Services – \$203,344**

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.55) – \$54,583; Facilities Specialist (0.55) – \$41,747; Building Maintenance Technician (0.55) – \$30,104; Customer Service Representative/Office Specialist (0.10) – \$4,449; Senior Leadworker (0.85/part-time) – \$14,455; Cost allocations are as follows: full-time salaries – \$130,883; part-time salaries – \$14,455; overtime – \$10,000; benefit costs – \$48,006.

### **Services and Supplies – \$1,037,843**

Funding requested is for: uniforms – \$4,440; program supplies – \$2,000; license/permits/certificates – \$5,820; materials buildings – \$955,623; materials transcenter – \$17,800; maintenance – other equipment – \$34,160; special contract services – \$16,000; rent – equipment – \$2,000.

### **Capital Outlay – \$160,000**

Funding requested is for: Fire Alarm Control Panel for the Police Facility – \$75,000; Fire Alarm Control Panel for the Senior Center – \$10,000; Fire Alarm Control Panel for the Server Room/Youth Center – \$10,000; Towable Boom Lift – \$65,000.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4691 Building Maintenance Services

Object  
Number

51100      UNIFORMS – \$4,440 ***(Only \$2,500 approved in Adopted Budget)***

Rental and cleaning of uniforms, \$2,340

Purchase of work boots for Division Personnel, \$2,100

51130      PROGRAM SUPPLIES – \$2,000 ***(\$2,500 approved in Adopted Budget)***

Gloves, safety glasses and other special equipment needed within the program, \$500

Small tools and implements for use within the Building Maintenance Division. This would be for replacement of and purchase of additional small tools, \$1,500

51150      LICENSE/PERMITS/CERTIFICATES – \$5,820 ***(Only \$5,000 approved in Adopted Budget)***

Annual permit fees required by Air Quality Management District (AQMD) to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room and two stand by generators for Fire Station 1 and Fire Station 2, \$3,000

Required annual elevator permit from the State of California for the elevator in the Police Facility, \$400

Annual public pool permit for Splash Pad, \$600

Annual Certified United Program Agency (CUPA) fee for Police Facility above ground fuel storage tanks, \$910

Annual Certified United Program Agency (CUPA) fee for Fire Department 151, \$455

Annual Certified United Program Agency (CUPA) fee for Fire Department 152, \$455

51300      MATERIALS – BUILDINGS – \$955,623 ***(\$997,410 approved in Adopted Budget)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$21,500 ***(Only \$16,000 approved in Adopted Budget)***

1. LED and Fluorescent lamps and ballasts used as replacements in all facilities, \$2,000

2. Splash Pad – Seasonal UV Light service, filter media, tile replacement, chemicals, and personnel on call (annually), \$10,500  
***(Only \$5,000 approved in Adopted Budget)***

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

BUILDING MAINTENANCE DIVISION – continued

3. Painting of the gymnasium, and corridors in the Community Center (annually), \$4,000
4. Refinish gymnasium floor, stage and racquetball courts (annually), \$5,000

CITY HALL – \$170,000 (2021 Lease Revenue Bond Fund)

1. Install new cubicles in City Council Lobby, Finance, Public Works/Community Development Administrative Specialists

CITY YARD – \$38,500

1. Install a new drinking fountain in the breakroom, \$2,500
2. Paint exterior of City Yard, \$36,000

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – \$79,400

1. Install roller shades, \$21,700
2. Refinish wooden office doors, \$19,700
3. Replace fluorescent light fixtures, \$38,000

ECONOMIC DEVELOPMENT – NO ITEMS REQUESTED

POLICE DEPARTMENT – \$62,000 (**Only \$3,500 approved in Adopted Budget**)

1. Replace the refrigerator in the Dispatch kitchen, \$2,000
2. Replace the BUNN coffee maker in the breakroom, \$1,000 (**Not approved in Adopted Budget**)
3. Replace bollard lenses, \$1,500
4. Paint rear parking lot canopies, \$57,500 (**Not approved in Adopted Budget**)

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4691 Building Maintenance Services

Object  
Number

**FIRE DEPARTMENT – \$533,000 (*Moved to 2021 Lease Revenue Bond Fund*)**

1. Install an automatic gate and fence at Fire Station 151, \$65,000
2. Replace asphalt parking lot with concrete at Fire Station 151, \$175,000
3. Install an automatic gate at Fire Station 152, \$46,000
4. New cabinets and counters in Fire Station 151 kitchen, \$53,000
5. New cabinets and counters in Fire Station 152 kitchen, \$87,000
6. Paint exterior of Fire Station 151, \$17,000
7. Paint exterior of Fire Station 152, \$10,000
8. New 36" range for Fire Stations 151 and 152, \$7,000
9. Seven new refrigerators for both Fire Stations, \$14,000
10. Replace the kitchen floor in Fire Station 151, \$10,000
11. Replace lighting in Fire Station 151, \$31,000
12. Replace lighting in Fire Station 152, \$18,000

**HUMAN SERVICES – \$191,223 (*Only \$127,010 approved in Adopted Budget*)**

1. Three new faucets for the Youth Center girls restroom, \$1,750
2. Six new faucets for the Kids Station restrooms, \$1,600 (*Not approved in Adopted Budget*)
3. Six new lights for the outdoor basketball courts, \$7,500 (*Not approved in Adopted Budget*)
4. Carpet for the Recreation Center, \$35,000 (*Moved to 2021 Lease Revenue Bond Fund*)
5. VCT flooring in the Recreation Center, \$20,000 (*Moved to 2021 Lease Revenue Bond Fund*)
6. Rubber flooring in the Recreation Center Weight Room, \$25,000 (*Moved to 2021 Lease Revenue Bond Fund*)
7. New freezer for the Community Center, \$7,613 (*Not approved in Adopted Budget*)
8. Install volleyball sleeves in the Community Center, \$5,260
9. Water fountain for the Recreation Center, \$2,500 (*Moved to 2021 Lease Revenue Bond Fund*)
10. Water fountain for the Community Center, \$2,500 (*Moved to 2021 Lease Revenue Bond Fund*)
11. VCT flooring in the Community Center office, \$10,000 (*Not approved in Adopted Budget*)

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4691 Building Maintenance Services

Object  
Number

HUMAN SERVICES – continued

12. New automatic sliding door for the North entrance of the Recreation Center, \$35,000 ***(Not approved in Adopted Budget)***
13. Tint the east facing windows and door in the Recreation Center, \$2,500 ***(Not approved in Adopted Budget)***
14. Paint the interior of Recreation Center, \$35,000 ***(Moved to 2021 Lease Revenue Bond Fund)***

51300 MATERIALS – TRANSCENTER – \$17,800 ***(Not approved in Adopted Budget)***

1. Replace missing and broken tiles around bus shelter pillars, \$3,500
2. Repair and paint five single and seven double broken benches, \$10,800
3. Install electrical circuit for the camera system, \$3,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$34,160 ***(Only \$25,000 approved in Adopted Budget)***

Annual fire extinguisher service, and recharge of extinguishers as needed, \$3,000

Fire alarm monitoring of the Kids Station, \$800

Biannual FM200 required service – \$2,850

Youth Center – IT Server Room, \$650

Police Facility – Dispatch Center, Server Room and UPS Room, \$2,200

Annual Pre Action Fire Sprinkler Service – \$2,610

Police Facility, \$1,300

Youth Center, \$660

Fire Station 1, \$650

Annual Fire Alarm Inspection – \$3,500

Police Facility, \$2,100

Youth Center, \$700

Senior Center, \$700

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

52050      MAINTENANCE – OTHER EQUIPMENT – continued

Annual Fire Door Drop Test – \$1,200

Senior Center, \$600

Community Center, \$600

Biannual Range Hood Inspection – \$1,125

Senior Center, \$375

Community Center, \$375

Kingsley Park Snack Bar, \$375

Overhead Door Maintenance – \$4,200

Routine maintenance of all roll-up overhead doors:

- 11 doors at City Yard
- 1 door at Alma Hofman Park
- 4 doors at Saratoga Park
- 2 doors at Kingsley Park
- 2 doors at Essex Park
- 6 doors at Fire Station 151
- 4 doors at Fire Station 152
- 3 doors at the Police Facility
- 2 Doors at the Youth Center

Elevator Maintenance – \$3,000

Monthly required maintenance of the elevator at the Police Facility

Generator Maintenance Contracts – \$8,375

Preventative maintenance and/or repairs to the emergency generators at both Fire Stations, the Police Facility and the Youth Center and additional services required by the manufacturer this fiscal year for cooling systems service for both Fire Stations generators

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4691 Building Maintenance Services

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Object  
Number

52050      MAINTENANCE – OTHER EQUIPMENT – continued

Automatic Door Maintenance and Repairs – \$3,500

- Police Department (3 doors)
- City Hall (6 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Center (1 door)
- Montclair Library (1 door)

52450      SPECIAL CONTRACT SERVICES – \$16,000

Monthly pest control service for all City facilities.

52640      RENT – EQUIPMENT – \$2,000

Rental of private equipment such as lifts, booms, etc. for maintenance and repairs.

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4691 Building Maintenance Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	Fire Alarm Control Panel – Police Department	The fire alarm control panel for the Police Department was installed in 2008. The panel failed and was replaced in 2015. This control panel is four years past its service life. Replacement devices are no longer manufactured and any available replacement devices on the market cost approximately \$500 per device. If the main control panel fails again, there are no replacement panels available for purchase from the manufacturer and any issues will leave the Police Facility unprotected. The proposed system will be the newest system by Siemens, Model FC924.	\$75,000
<i><b>(Not approved in Adopted Budget)</b></i>			
62050	Fire Alarm Control Panel – Senior Center	The fire alarm control panel in the Senior Center was installed in 2010 and is no longer manufactured or supported. It is recommended to replace the panel to prevent replacing it on an emergency basis later. New panels have a lead time of two months.	\$10,000
<i><b>(Not approved in Adopted Budget)</b></i>			
62050	Fire Alarm Control Panel – Server Room/Youth Center	The fire alarm control panel in the Server Room/Youth Center was installed in 2010 and is no longer manufactured or supported. It is recommended to replace the panel to prevent replacing it on an emergency basis later. New panels have a lead time of two months.	\$10,000
62050	Towable Boom Lift	Facilities Maintenance performs various tasks that require the use of an aerial lift. The tree truck and the sign truck when available have limited access. A towable aerial lift will reach higher than the sign truck and give access to ball field lights and buildings that the tree truck is not able access. Additionally, the tree truck is not AQMD compliant and cannot be used.	\$65,000
<i><b>(Only \$75,000 approved in Adopted Budget)</b></i>			<b>Total: \$160,000</b>



## PROGRAM BUDGET SUMMARY – 1

**Program Number 4692**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Heating and Air Conditioning

### Program Description

Maintain all heating, air conditioning, ventilation and refrigeration equipment in proper operating condition.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	123,448	135,066	131,566	131,566
Services and Supplies	57,830	43,150	38,150	38,150
Capital Outlay	0	140,000	140,000	140,000
<b>Total</b>	<b>181,278</b>	<b>318,216</b>	<b>309,716</b>	<b>309,716</b>
<b>Personnel Authorized</b>	1.30 (FT)	1.30 (FT)	1.30 (FT)	1.30 (FT)

### Source of Funds

General Fund	181,278	318,216	189,716	189,716
2021 Lease Revenue Bond Fund	0	0	120,000	120,000
<b>Total</b>	<b>181,278</b>	<b>318,216</b>	<b>309,716</b>	<b>309,716</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4692 Heating and Air Conditioning

### **Work Program**

1. Perform preventative maintenance.
2. Repair air handlers and condensing units as needed.
3. Provide compressor and motor repairs as needed.
4. Controls and electrical repairs as needed.
5. Provide emergency repairs as needed.
6. Repair ice machines and water coolers as needed.

### **Units of Measure**

	<u>2021–22</u>	<u>1st 6 mos. 2022–23</u>	<u>Estimate 2023–24</u>
Combination Heating and Air Conditioning Units, Air Handlers and Condensing Units and Boilers	91	91	91
Exhaust Fans	41	41	41
Ice Machines and Refrigerators	23	23	23

### **Personnel Services – \$135,066**

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.40) – \$39,697; Facilities Specialist (0.40) – \$30,361; Building Maintenance Technician (0.40) – \$21,894; Customer Service Representative/Office Specialist (0.10) – \$4,449. Cost allocations are as follows: full-time salaries – \$96,401; overtime – \$4,000; benefit costs – \$34,665.

### **Services and Supplies – \$43,150**

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$27,000; maintenance – other equipment – \$15,650.

### **Capital Outlay – \$140,000**

Funding requested is for: one 3-ton backup air conditioner for the City Hall server room – \$20,000; two 25-ton condensing units for Fire Station 151 – \$120,000.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4692 Heating and Air Conditioning

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Object  
Number

51130      PROGRAM SUPPLIES – \$500

Small hand tools and other special equipment to be used within the program.

51410      MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$27,000 ***(Only \$22,000 approved in Adopted Budget)***

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities, \$22,000

Preventatively replace the air conditioning compressor for the City Hall server room, \$5,000 ***(Not approved in Adopted Budget)***

52050      MAINTENANCE – OTHER EQUIPMENT – \$15,650

Maintenance of four hot water boilers located at the Library (1), Fire Station 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Nalco water treatment biannual of four hot water boilers located at the Library (1), Fire Station 1 (1), and the Police Facility (2), by an outside contractor, \$2,650

Biannual service of nine ice machines in all City facilities, \$8,000

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4692 Heating and Air Conditioning

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62050	One 3-ton Backup AC Split System for Server Room	The main server room in City Hall is climate controlled by one dedicated air conditioner. When that air conditioner breaks down the temperature in the room quickly rises to the point that the servers crash. Installing a dedicated back-up air conditioner that will automatically turn on when the temperature rises to a certain point will keep the server room cool while the main air conditioner is repaired.	\$20,000
62050	Two 25-ton Condensing Units on Fire Station 151	The condensing units on Fire Station 151 are in need of replacement. They were manufactured in 2002 with reciprocating R22 compressors. R22 has been banned and is no longer in production. During the Summer both units experience over heating causing the main breaker to trip. The temperature in the fire station dramatically increases, making it difficult for the fire department crew to cool off or to sleep comfortably at night. To fix the situation staff must manually reset the breakers on top of the roof. This occurrence has gone from once a month to once a day during the Summer. Both condensing units should be replaced with 410A scroll compressors and replaced at the same time to share the cost of a crane.  <i>(Moved to 2021 Lease Revenue Bond Fund)</i>	\$120,000
<b>Total:</b>			<b>\$140,000</b>

## PROGRAM BUDGET SUMMARY – 1

**Program Number 4693**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Public Works	Building Maintenance	Janitorial Services

### Program Description

Maintain the interior of City Hall, Police Facility, Community Center, Recreation Center, Youth Center, Senior Center and Library facilities in a safe and attractive manner.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	277,163	291,846	288,344	288,344
Services and Supplies	135,700	179,850	140,200	140,200
Capital Outlay	5,035	4,500	4,500	4,500
<b>Total</b>	<b>417,898</b>	<b>476,196</b>	<b>433,044</b>	<b>433,044</b>
<b>Personnel Authorized</b>	4.20 (FT)	4.20 (FT)	4.20 (FT)	4.20 (FT)

### Source of Funds

General Fund	417,898	476,196	433,044	433,044
<b>Total</b>	<b>417,898</b>	<b>476,196</b>	<b>433,044</b>	<b>433,044</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Building Maintenance	4693 Janitorial Services

### Work Program

1. Floor care - vacuuming, sweeping, mopping, waxing, stripping, buffing, carpet cleaning, etc.
2. Window cleaning, washing, etc.
3. Room Care - dusting, polishing, wall cleaning, overhead fixture cleaning, restroom fixture cleaning, etc.
4. Miscellaneous: used for any functions not reported in above activities.

### Units of Measure

	<u>2021-20</u>	1st 6 mos. <u>2022-23</u>	Estimate <u>2023-24</u>
City Facilities (buildings)	10	10	10

### Personnel Services – \$291,844

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.05) – \$4,962; Facilities Specialist (0.05) – \$3,795; Building Maintenance Technician (0.05) – \$2,737; Custodian (4.00) – \$185,475; Customer Service Representative/Office Specialist (0.05) – \$2,225. Cost allocations are as follows: full-time salaries – \$200,282; overtime – \$4,000; benefit costs – \$87,562.

### Services and Supplies – \$179,850

Funding requested is for: custodial supplies – \$66,500; program supplies – \$1,200; special contract services – \$112,150.

### Capital Outlay – \$4,500

Funding requested is for: one micro floor scrubber.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Public Works

**Program:** 4693 Janitorial Services

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Object  
Number

51090      CUSTODIAL SUPPLIES – \$66,500 ***(Only \$58,000 approved in Adopted Budget)***

Custodial supplies for all City facilities, Fire Station 1, Fire Station 2, Ballfields (4) and Exeloo restrooms (3), \$60,000  
Rags, dust mops, urinal mats, urinal screens, \$6,500

51130      PROGRAM SUPPLIES – \$1,200

Small hand tools and other special equipment to be used within the program, repair of equipment/tools, \$800  
Purchase replacement vacuums, \$400

52450      SPECIAL CONTRACT SERVICES – \$112,150 ***(Only \$81,000 approved in Adopted Budget)***

Linen service for Fire Departments, \$1,000  
Janitorial services provided by Anthesis for the Police Department, \$111,150 ***(Only \$80,000 approved in Adopted Budget)***

**CITY OF MONTCLAIR**  
**JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Public Works

**Program:** 4693 Janitorial Services

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62030	Micro Floor Scrubber	A micro floor scrubber was purchased in 2022. It is currently used to clean the restroom floors in City Hall, Community Center, Youth Center, Recreation Center and Senior Center. The floor is covered in ceramic tile and slip resistant epoxy coating that cannot be mopped by traditional means. Dirt and grime becomes trapped in the valleys between the marble chips that create the slip resistant peaks and does not come out by simply mopping. The micro floor scrubber uses stiff bristles to scrub the floor and then vacuum up the water. This micro floor scrubber has proven to save time and money and get the floors cleaner than mopping. A second micro floor scrubber is requested to be used at the Police Department, City Yard, Fire Stations and Civic Center.	\$4,500
<b>Total:</b>			<b>\$4,500</b>



# *Community Development*

## DEPARTMENT BUDGET SUMMARY

### Department

Community Development

### Overview

Develop a viable City, including a suitable living environment and expanded economic opportunities for all residents of the community. Safeguard the physical, social, and economic conditions that affect the public health, safety, and welfare.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,606,149	1,725,879	1,599,403	1,599,403
Services and Supplies	352,566	271,505	269,605	269,605
Capital Outlay	15,000	37,430	5,000	5,000
<b>Total</b>	<b>1,973,715</b>	<b>2,034,814</b>	<b>1,874,008</b>	<b>1,874,008</b>

<b>Personnel Authorized</b>	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)
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### Department Distribution

Planning Commission	8,075	8,075	8,075	8,075
Administration	105,246	116,446	105,067	105,067
Planning	517,386	560,229	484,849	484,849
Building	428,018	410,051	360,374	360,374
Fire Prevention Bureau	107,100	124,000	124,000	124,000
General Code Enforcement Unit	389,241	432,962	400,532	400,532
Special Ops Code Enforcement Unit	418,649	383,051	391,111	391,111
<b>Total</b>	<b>1,973,715</b>	<b>2,034,814</b>	<b>1,874,008</b>	<b>1,874,008</b>

### Source of Funds

General Fund	1,807,593	1,897,614	1,769,238	1,769,238
Community Dev Block Grant Fund	56,243	80,970	80,970	80,970
Homeless Housing Assist Prev	109,879	23,800	23,800	23,800
Equipment Replacement Fund	0	32,430	0	0
<b>Total</b>	<b>1,973,715</b>	<b>2,034,814</b>	<b>1,874,008</b>	<b>1,874,008</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Community Development

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Community Developmen	1.00	1.00	1.00	1.00	185,748	185,748	185,748
Building Official	1.00	1.00	1.00	1.00	130,488	109,280	109,280
Senior Planner	1.00	1.00	1.00	1.00	98,682	98,682	98,682
Associate Planner	1.00	1.00	1.00	1.00	62,570	62,570	62,570
Assistant Planner	1.00	1.00	1.00	1.00	54,001	0	0
Plans Examiner	1.00	1.00	1.00	1.00	94,443	87,512	87,512
Building Inspector	1.00	1.00	1.00	1.00	70,049	70,049	70,049
Code Enforcement Manager	1.00	1.00	1.00	1.00	102,463	102,463	102,463
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	91,662	91,662	91,662
Code Enforcement Officer	4.00	4.00	4.00	4.00	276,709	276,709	276,709
Administrative Secretary	1.00	1.00	0.00	0.00	61,170	0	0
Administrative Specialist	0.00	0.00	1.00	1.00	0	55,992	55,992
<b><u>Part-Time</u></b>							
Junior Intern	1.00	1.00	1.00	1.00	0	0	0
Reserve Code Enforcement Officer	4.00	4.00	4.00	4.00	0	0	0
Planning Commissioner	5.00	5.00	5.00	5.00	7,500	7,500	7,500
Full Time	14.00	14.00	14.00	14.00	1,227,985	1,140,667	1,140,667
Part Time	10.00	10.00	10.00	10.00	7,500	7,500	7,500
Overtime					27,450	27,450	27,450
Additional Pay					900	900	900
Total Salaries & Wages					1,263,835	1,176,517	1,176,517
Benefit Costs					287,886	273,878	273,878
PERS Benefit Costs					174,158	149,008	149,008
Total Benefit Costs					462,044	422,886	422,886
<b>TOTAL</b>					<b>1,725,879</b>	<b>1,599,403</b>	<b>1,599,403</b>

**PROGRAM BUDGET SUMMARY – 1****Program Number 4760**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Planning Commission

**Program Description**

Planning Commission reviews and makes decisions on various development proposals involving land use and design review entitlement matters. The Planning Commission will also review and make recommendations to the City Council on cases involving proposed subdivision maps, ordinances, and new or amendments to the Montclair General Plan, various Specific Plans, and the Zoning Code.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	8,075	8,075	8,075	8,075
Services and Supplies	0	0	0	0
Capital Outlay	0	0	0	0
<b>Total</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>
<b>Personnel Authorized</b>	5.00 (PT)	5.00 (PT)	5.00 (PT)	5.00 (PT)

**Source of Funds**

General Fund	8,075	8,075	8,075	8,075
<b>Total</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>	<b>8,075</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Planning	4760 Planning Commission

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### **Work Program**

Planning Commission serves as an advisory board to the City Council on planning and development issues within the City. The Commission considers Current and Advance planning proposals, to ensure that the General Plan and applicable planning laws are consistently implemented in their review of development applications on a case-by-case basis. Commissioners are expected to have overall knowledge of the General Plan, Zoning Code, and Specific Plan documents and with Community Development staff assistance, remain up to date with planning laws and practices affecting the Planning Commission's duties.

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### **Units of Measure**

#### **Frequency of Commission Meetings (21 potential meetings annually):**

Based on Activity for years:

2019 – 10 meetings
2020 – 14 meetings
2021 – 10 meetings
2022 – 12 meetings
2023 – 3 meetings (as of 04/01/23)

In Fiscal Year 2020-21 the frequency of scheduled Planning Commission meetings was revised to one (1) meeting per month instead of two (2) meetings per month. This adjustment reflects the actual frequency of holding meetings and allows staff the ability to plan for and place more items on a meeting agenda to better utilize the Commissioners' time and enhance their service to the community.

#### **Projects Reviewed by the Commission by Types in 2022:**

5 – Precise Plans of Design	2 – General Plan Amendment (recommendation to CC)
5 – Conditional Use Permits	0 – Code Amendments/Ordinance (recommendation to CC)
0 – Sign Program	5 – Tentative Parcel or Tract Maps
0 – Variances	2 – Zone Change (recommendation to CC)

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### **Personnel Services – \$8,075**

Salary requests are for Planning Commissioners (5.00/part-time) – \$8,075. Cost allocations are as follows: part-time salaries – \$7,500; benefit costs – \$575.

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### **Services and Supplies**

No funding is requested.

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### **Capital Outlay**

No funding is requested.

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**PROGRAM BUDGET SUMMARY – 1****Program Number 4761**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development		Administration

**Program Description**

This program is responsible for coordinating the administrative functions of the Planning, Building, and Code Enforcement Divisions of the department in conjunction with the efforts of other departments in achieving the goal of producing a safe, healthy, and attractive City environment. The program includes additional efforts to improve the efficiency of the Department's operations.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	81,430	89,941	80,462	80,462
Services and Supplies	19,816	21,505	19,605	19,605
Capital Outlay	4,000	5,000	5,000	5,000
<b>Total</b>	<b>105,246</b>	<b>116,446</b>	<b>105,067</b>	<b>105,067</b>
<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

**Source of Funds**

General Fund	105,246	116,446	105,067	105,067
<b>Total</b>	<b>105,246</b>	<b>116,446</b>	<b>105,067</b>	<b>105,067</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development		4761 Administration

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### **Work Program**

1. Supports the Director and Division managers with the administrative functions of the Department.
  2. Performs various assignments in support of the Planning, Building, and Code Enforcement divisions.
  3. Manages front counter activities for the department and acts as the first point of contact with the public.
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### **Units of Measure**

1. Monthly Planning Commission meetings. Each meeting involves the preparation of an agenda, staff reports, preparation of displays and graphics, transcription and distribution of minutes, posting of agendas and minutes on the City website, and packet distribution.
  2. Distribute documents and maps as requested annually by the public.
  3. Maintains department files.
- 

### **Personnel Services – \$89,941**

Salary request is for: Administrative Secretary (1.00) – \$61,170. Cost allocations are as follows: full-time salaries – \$61,170; overtime – \$500; benefit costs – \$28,271.

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### **Services and Supplies – \$21,505**

Funding requested is for: books and publications – \$150; dues and memberships – \$875; mileage/auto allowance – \$8,400; vocational training – \$7,900; cellular phone service – \$3,580; miscellaneous expenditures – \$600.

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### **Capital Outlay – \$5,000**

Funding requested is for: conference room construction and furniture.

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**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE B – VOCATIONAL TRAINING**

**Department:** Community Development

**Program:** 4761 Administration

<b>Object Code</b>	<b>Name and Title of Person Requesting Training Allowance</b>	<b>Reason for Expenditure</b>	<b>Place Where Event will be Held</b>	<b>Date(s) of Event</b>	<b>Total Est. Expense</b>
52540	Silvia Gutierrez, Senior Planner	Maintain competency in related fields	TBA	TBA	\$500
52540	Vacant, Associate Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Vacant, Assistant Planner	Maintain competency in related fields	TBA	TBA	\$400
52540	Merry Westerlin, Building Official	Maintain competency in related fields	TBA	TBA	\$600
52540	Michael Dorsey, Plans Examiner	Maintain competency in related fields	TBA	TBA	\$600
52540	Rudy Arensdorff, Building Inspector	Maintain competency in related fields	TBA	TBA	\$600
52540	Gabe Fondario, Code Enforcement Manager	Education and training to maintain certification and field competence	TBA	TBA	\$1,000
52540	Robert Hargett, Code Enforcement Supervisor	Education and training to maintain certification and field competence	TBA	TBA	\$1,000
52540	Denise Ortiz, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Alan Romansky, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Ronald Goodrich, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Charles Muse, Code Enforcement Officer	Education and training to maintain certification and field competency	TBA	TBA	\$700

**Total: \$7,900**

***(Only \$6,000 approved in Adopted Budget)***



**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4761 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

52120      DUES AND MEMBERSHIPS – \$875

Dues and memberships from all department programs as follows:

*Building* – International Code Council, California Building Officials, local chapters of Building Officials, \$275

*Code Enforcement* – California Association of Code Enforcement Officers, \$600 (6 officers @ \$100 each).

52540      VOCATIONAL TRAINING – \$7,900 ***(Only \$6,000 approved in Adopted Budget)***

All Department Programs: attendance at vocational training classes – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52850      CELLULAR PHONE EXPENSE – \$3,580

Ongoing cellular phone expenses. Cell phones and tablets are used for communication and issuing notices and citations in the field.

52990      MISCELLANEOUS EXPENDITURES – \$600

Small contingency account to cover unexpected expenditures.

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Community Development

**Program:** 4761 Administration

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62010	Conference Room	Window wall and door to enclose conference room in Community Development area.	\$5,000
			<b>Total: \$5,000</b>

## DIVISION BUDGET SUMMARY

Department	Division
Community Development	Planning

### Overview

Review all proposed development proposals to ensure compliance and implementation with the adopted General Plan, Montclair Municipal Code, specific plans, and other applicable plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of the City. Further, the Planning Division anticipates, responds to, and prepares for the City's future physical, economic, aesthetic, and social needs through the systematic collection of relevant statistical data, empirical information, institutional experience, formulation of goals, and the review, update, and implementation of adopted long-range plans.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	507,586	550,429	475,049	475,049
Services and Supplies	9,800	9,800	9,800	9,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>517,386</b>	<b>560,229</b>	<b>484,849</b>	<b>484,849</b>
<b>Personnel Authorized</b>	4.00 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)

### Department Distribution

Current Planning	382,654	414,786	358,250	358,250
Advance Planning	134,732	145,443	126,599	126,599
<b>Total</b>	<b>517,386</b>	<b>560,229</b>	<b>484,849</b>	<b>484,849</b>

### Source of Funds

General Fund	517,386	560,229	484,849	484,849
<b>Total</b>	<b>517,386</b>	<b>560,229</b>	<b>484,849</b>	<b>484,849</b>

**PROGRAM BUDGET SUMMARY – 1****Program Number 4762**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Current Planning

**Program Description**

Planners review all proposed development proposals, business license review, and staff the public counter to ensure compliance and implementation with the adopted plans, policies, and ordinances necessary for the advancement of the physical, economic, aesthetic, and social goals for the City.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	380,854	412,986	356,450	356,450
Services and Supplies	1,800	1,800	1,800	1,800
Capital Outlay	0	0	0	0
<b>Total</b>	<b>382,654</b>	<b>414,786</b>	<b>358,250</b>	<b>358,250</b>
<b>Personnel Authorized</b>	3.00 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)

**Source of Funds**

General Fund	382,654	414,786	358,250	358,250
<b>Total</b>	<b>382,654</b>	<b>414,786</b>	<b>358,250</b>	<b>358,250</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Planning	4762 Current Planning

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### **Work Program**

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of proposed community and economic development activities within the City.

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### **Units of Measure**

1. Serve as secretary to the Planning Commission.
  2. Provide technical assistance to the City Council and City Manager on matters related to existing and proposed community and economic development activities within the City.
  3. Provide daily public counter service (including email and phone inquiries).
  4. Process annual caseload of current development applications.
  5. Approximately 12-21 Development Review Committee meetings per year.
  6. A minimum of 12 Planning Commission Meetings per year.
  7. Maintains internal coordination between Planning, Building, Code Enforcement Divisions, and the Fire Prevention Bureau.
  8. Coordinate with Public Works Department with respect to subdivision and associated street improvements, Water Quality Management Plans, sewers, etc.
  9. Continue to revise record-keeping and procedural systems for more efficiency and improved public service.
  10. Maintain an adequate level of public information, including reviewing and updating the City's website on a regular basis.
- 

### **Personnel Services – \$412,986**

Salary requests: Director of Community Development (0.75) – \$139,311; Senior Planner (0.75) – \$74,012; Associate Planner (0.75) – \$46,928; Assistant Planner (0.75) – \$40,501. Cost allocations are as follows: full-time salaries – \$300,752; overtime – \$1,250; additional pay – \$675; benefit costs – \$110,309.

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### **Services and Supplies – \$1,800**

Funding requested is for: books and publications – \$150; publication and advertising – \$5,500, print ad reimbursement – <\$4,000>; miscellaneous expenditures – \$150.

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### **Capital Outlay**

No funding is requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4762 Current Planning

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$150

Miscellaneous planning–related books and updates on current planning law necessary to adequately review and analyze applications.

52090      PUBLICATION AND ADVERTISING – \$5,500

Costs for legal advertising in the Inland Valley Daily Bulletin for Planning Commission public hearings.

52091      PRINT AD REIMBURSEMENT – <\$4,000>

Reimbursement to the City from applicants for legal advertising in the Inland Valley Daily Bulletin.

52990      MISCELLANEOUS EXPENDITURES – \$150

Small contingency account to cover unexpected nominal expenses.

**PROGRAM BUDGET SUMMARY – 1****Program Number 4763**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Planning	Advance Planning

**Program Description**

Anticipate and prepare for the City's future physical, social, and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans, and in response to various state legislative mandates.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	126,732	137,443	118,599	118,599
Services and Supplies	8,000	8,000	8,000	8,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>134,732</b>	<b>145,443</b>	<b>126,599</b>	<b>126,599</b>
<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

**Source of Funds**

General Fund	134,732	145,443	126,599	126,599
<b>Total</b>	<b>134,732</b>	<b>145,443</b>	<b>126,599</b>	<b>126,599</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Planning	4763 Advance Planning

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### **Work Program**

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans. This program also involves work items in support of initiatives in set in motion in response to legislative mandates from the State and Federal governments.

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### **Units of Measure**

1. Develop, amend, and coordinate the implementation of Specific Plans.
  2. Process Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
  3. Prepare code amendments in response to legislative mandates from State and Federal governments.
  4. Provide technical environmental and design expertise in support of City infrastructure projects and initiatives to obtain improvement grants from private and government sources.
  5. Participate in a comprehensive update of the City's General Plan and Official Zoning Map.
- 

### **Personnel Services – \$137,443**

Salary requests: Director of Community Development (0.25) – \$46,437; Senior Planner (0.25) – \$24,670; Associate Planner (0.25) – \$15,642; Assistant Planner (0.25) – \$13,500. Cost allocations are as follows: full-time salaries – \$100,249; overtime – \$200; additional pay – \$225; benefit costs – \$36,769.

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### **Services and Supplies – \$8,000**

This funding request is for the City portion of LAFCO's annual funding – \$8,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4763 Advance Planning

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Object  
Number

52320      ANNEXATIONS – \$8,000

The City's estimated share of LAFCO's annual budget allocation.

## DIVISION BUDGET SUMMARY

Department	Division
Community Development	Building

### Overview

Provide information to the public and other City departments; maintain up-to-date building codes and standards; provide training opportunities for Building Division personnel; archive Building records for future use and reference; conduct professional inspection services for all privately-owned construction projects in the City; perform emergency inspections for accidentally damaged structures; maintain handouts and other public information that reflect current code requirements and policies; enforce code regulations to promote safe structures and enhance quality of life; perform plan checking on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, all other applicable codes, and Planning Commission and/or City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	387,568	407,651	357,974	357,974
Services and Supplies	40,450	2,400	2,400	2,400
Capital Outlay	0	0	0	0
<b>Total</b>	<b>428,018</b>	<b>410,051</b>	<b>360,374</b>	<b>360,374</b>

<b>Personnel Authorized</b>	3.00 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)
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### Department Distribution

Field Inspection	94,395	96,947	96,947	96,947
Plan Check	157,115	125,158	116,729	116,729
Operations	176,508	187,946	146,698	146,698
<b>Total</b>	<b>428,018</b>	<b>410,051</b>	<b>360,374</b>	<b>360,374</b>

### Source of Funds

General Fund	428,018	410,051	360,374	360,374
<b>Total</b>	<b>428,018</b>	<b>410,051</b>	<b>360,374</b>	<b>360,374</b>

**PROGRAM BUDGET SUMMARY – 1****Program Number 4764**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Field Inspection

**Program Description**

Provide professional inspection services for all privately owned construction projects within the City. Provide emergency inspections for accidental or catastrophically damaged structures. Revise handouts to reflect current code requirements. Issues building permits and documents inspections. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	91,845	95,497	95,497	95,497
Services and Supplies	2,550	1,450	1,450	1,450
Capital Outlay	0	0	0	0
<b>Total</b>	<b>94,395</b>	<b>96,947</b>	<b>96,947</b>	<b>96,947</b>
<b>Personnel Authorized</b>	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)

**Source of Funds**

General Fund	94,395	96,947	96,947	96,947
<b>Total</b>	<b>94,395</b>	<b>96,947</b>	<b>96,947</b>	<b>96,947</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Building	4764 Field Inspection

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### **Work Program**

Work for compliance with applicable codes to improve life, health, and public safety by inspecting projects at various stages of construction. Perform emergency inspections for damaged structures to assess integrity and habitability. Ensure that work complies with approved plans and meets minimum standards adopted by the City of Montclair. Issues building permits and maintains records of completed building inspections.

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### **Units of Measure**

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	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
Inspections made	2,949	2,870	3,015	3,308	2,794	2,422

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### **Personnel Services – \$95,497**

Salary requests are for: Building Inspector (1.00) – \$70,049. Cost allocations are as follows: full-time salaries – \$70,049; overtime – \$2,000; benefit costs – \$23,448.

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### **Services and Supplies – \$1,450**

Funding requested is for: books and publications – \$400; uniforms – \$600; special contract services – \$70,000; special contract services reimbursement – <\$70,000>; small equipment – \$300; miscellaneous expenditures – \$150.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4764 Field Inspection

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$400

Update of new code books and training manuals.

51100      UNIFORMS – \$600

Annual replacement of work shirts and boots.

52450      SPECIAL CONTRACT SERVICES – \$70,000

Because of the expected commencement of construction at Montclair Place, the services of a contract building inspector are anticipated on an "on-call" basis to keep pace with the projected inspection workload.

52451      SPECIAL CONTRACT SERVICES REIMBURSEMENT – <\$70,000>

Reimbursement from client for above-mentioned special contract services.

52690      SMALL EQUIPMENT – \$300

Funds are requested for safety equipment and small tools.

52990      MISCELLANEOUS EXPENDITURES – \$150

Small contingency account for unexpected expenditures.

**PROGRAM BUDGET SUMMARY – 1****Program Number 4765**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Plan Check

**Program Description**

Contribute to public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	120,615	124,608	116,179	116,179
Services and Supplies	36,500	550	550	550
Capital Outlay	0	0	0	0
<b>Total</b>	<b>157,115</b>	<b>125,158</b>	<b>116,729</b>	<b>116,729</b>
<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)

**Source of Funds**

General Fund	157,115	125,158	116,729	116,729
<b>Total</b>	<b>157,115</b>	<b>125,158</b>	<b>116,729</b>	<b>116,729</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Building	4765 Plan Check

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### **Work Program**

Provide code compliance for the community to improve life, health and building safety by checking proposed construction plans to ensure that minimum standards required by various codes adopted by the City Council are met, and conditions imposed by the Planning Commission and/or City Council are included.

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### **Units of Measure**

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	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
Plans Checked	383	532	405	547	560	525
Permits Issued	778	689	747	726	731	1,251

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### **Personnel Services – \$124,608**

Salary requests are for: Plans Examiner (1.00) – \$94,443. Cost allocations are as follows: full-time salaries – \$94,443; overtime – \$2,500; benefit costs – \$27,665.

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### **Services and Supplies – \$550**

Funding requested is for: books and publications – \$400; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$70,000; plan check reimbursement – <\$70,000>; small equipment – \$150.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4765 Plan Check

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$400

Code books and training manuals.

51160      ELECTRONIC ARCHIVING – \$2,500

Cost for creating a permanent, electronic record of plans submitted for the purpose of obtaining building permits.

51161      ELECTRONIC ARCHIVING REIMBURSEMENT – <\$2,500>

Reimbursement to the City from applicants for the actual cost of providing electronic archiving services.

52270      PLAN CHECK SERVICE – \$70,000

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52271      PLAN CHECK SERVICE - REIMBURSEMENT – <\$70,000>

Reimbursement to the City from applicants for the actual cost of providing plan check services.

52690      SMALL EQUIPMENT – \$150

Small equipment and supplies for drafting.



**PROGRAM BUDGET SUMMARY – 1****Program Number 4766**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Building	Operations

**Program Description**

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Community Development Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use. Provide Administration services for Code Enforcement Services and Fire Prevention Bureau Services.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	175,108	187,546	146,298	146,298
Services and Supplies	1,400	400	400	400
Capital Outlay	0	0	0	0
<b>Total</b>	<b>176,508</b>	<b>187,946</b>	<b>146,698</b>	<b>146,698</b>

<b>Personnel Authorized</b>	1.00 (FT)	1.00 (FT)	1.00 (FT)	1.00 (FT)
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**Source of Funds**

General Fund	176,508	187,946	146,698	146,698
<b>Total</b>	<b>176,508</b>	<b>187,946</b>	<b>146,698</b>	<b>146,698</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Building	4766 Operations

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### **Work Program**

1. Provide information and assistance to the public regarding building and fire codes and all other applicable codes.
  2. Effectively supervise the functions of the Building, Code Enforcement, and Fire Prevention Bureau Divisions.
  3. Assist and/or advise the Community Development Director.
  4. Represent the Building Division, Code Enforcement and Fire Prevention Bureau at meetings.
  5. Maintain records.
  6. Recommend adoption of current codes.
  7. Train and supervise staff.
- 

### **Units of Measure**

Fiscal Year	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
Permit Valuation	\$50,158,960	\$68,317,503	\$58,583,592	\$27,585,328	\$26,105,269	\$46,560,094

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### **Personnel Services – \$187,546**

Salary requests are for: Building Official/Code Enforcement Manager (1.00) – \$130,488; Cost allocations are as follows: full-time salaries – \$130,488; benefit costs – \$57,058.

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### **Services and Supplies – \$400**

Funding requested is for: books and publications – \$400.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4766 Operations

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$400

Code books and training manuals.

**PROGRAM BUDGET SUMMARY – 1****Program Number 4767**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Fire Prevention	Fire Prevention Bureau

**Program Description**

The Fire Prevention Bureau is dedicated to increasing safety, preventing and reducing fire losses, and ensuring compliance with applicable codes and ordinances.

The Fire Prevention Bureau's goal of safeguarding the community and reducing risk from fire and environmental hazards are achieved through programs that require adherence to fire regulations and hazard mitigation. This is accomplished by conducting inspections of buildings and facilities within the community. The Bureau also preempt fully meets with developers, Architects and Contractors to assist with Code information in effort to guide the plan preparation process to meet the required Fire Code and Montclair ordinances.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	0	0	0	0
Services and Supplies	107,100	124,000	124,000	124,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>107,100</b>	<b>124,000</b>	<b>124,000</b>	<b>124,000</b>
<b>Personnel Authorized</b>	0	0	0	0

**Source of Funds**

General Fund	107,100	124,000	124,000	124,000
<b>Total</b>	<b>107,100</b>	<b>124,000</b>	<b>124,000</b>	<b>124,000</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development	Fire Prevention	4767 Fire Prevention Bureau

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### **Work Program**

1. Administer Fire Prevention Inspections.
  2. Provide Plan Review for commercial and residential construction, design review for plans going through an Administrative review, fire sprinklers, alarm systems, fire suppressions systems, high pile storage, egress systems, fire access plans and fire hydrants, etc.
  3. Provides Fire Code information to Architects, Developers and Contractors to direct compliance with applicable codes and ordinances.
  4. Conduct business License Inspection program.
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### **Units of Measure**

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	<u>2020</u>	<u>2021</u>	<u>2022</u>
Inspections Completed	510	918	676
Plans Reviewed	150	168	147
Fire Investigation Responses	10	5	8

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### **Personnel Services**

No funding requested.

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### **Services and Supplies – \$124,000**

Funding requested is for: plan check/inspection service – \$65,000; plan check service reimbursement <65,000>; special contract services – \$124,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4767 Fire Prevention Bureau

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Object  
Number

52270      PLAN CHECK SERVICE – \$65,000

Anticipated needs for plan checking of fire sprinkler and fire alarm systems. Review, correction, and approval of site, underground water, fire sprinkler, and fire alarm plans in compliance to the California Fire Code, California Building Code, and the Montclair Municipal Code.

52271      PLAN CHECK SERVICE REIMBURSEMENT – <\$65,000>

Reimbursement to the City for plan check services.

52450      SPECIAL CONTRACT SERVICES – \$124,000

Inspection services of a Deputy Fire Marshal.

## DIVISION BUDGET SUMMARY

Department	Division
Community Development	Code Enforcement

### Overview

The Code Enforcement Division identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes, and addresses quality of life issues throughout the community with Homelessness being a top priority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	621,490	669,783	677,843	677,843
Services and Supplies	175,400	113,800	113,800	113,800
Capital Outlay	11,000	32,430	0	0
<b>Total</b>	<b>807,890</b>	<b>816,013</b>	<b>791,643</b>	<b>791,643</b>

<b>Personnel Authorized</b>	6.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)
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### Department Distribution

General Code Enforcement Unit	389,241	432,962	400,532	400,532
Special Ops Code Enforcement Unit	418,649	383,051	391,111	391,111
<b>Total</b>	<b>807,890</b>	<b>816,013</b>	<b>791,643</b>	<b>791,643</b>

### Source of Funds

General Fund	641,768	678,813	686,873	686,873
Community Dev Block Grant Fund	56,243	80,970	80,970	80,970
Homeless Housing Assit Prev.	109,879	23,800	23,800	23,800
Equipment Replacement Fund	0	32,430	0	0
<b>Total</b>	<b>807,980</b>	<b>816,013</b>	<b>791,643</b>	<b>791,643</b>

**PROGRAM BUDGET SUMMARY – 1****Program Number 4768**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Code Enforcement	General Code Enforcement Unit

**Program Description**

The General Code Enforcement Unit identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	361,741	386,332	386,332	386,332
Services and Supplies	16,500	14,200	14,200	14,200
Capital Outlay	11,000	32,430	0	0
<b>Total</b>	<b>389,241</b>	<b>432,962</b>	<b>400,532</b>	<b>400,532</b>
<b>Personnel Authorized</b>	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)

**Source of Funds**

General Fund	332,998	319,562	319,562	319,562
Community Dev Block Grant Fund	56,243	80,970	80,970	80,970
Equipment Replacement Fund	0	32,430	0	0
<b>Total</b>	<b>389,241</b>	<b>432,962</b>	<b>400,532</b>	<b>400,532</b>



## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development		4768 General Code Enforcement Unit

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### **Work Program**

1. Survey each residential, commercial, and industrial parcel utilizing a monthly schedule to monitor conformance with applicable codes.
  2. Ensure that all properties in the process of foreclosure are registered with the City and maintained to a satisfactory level until they are re-sold.
  3. Document new contacts and all initial abatement activities conducted.
  4. Make contact with the owners or responsible party of all inoperable or abandoned vehicles and have the vehicles removed from public view.
  5. Remove all illegal signs.
  6. Ensure that graffiti is removed from private property.
  7. Responds to residents with municipal, health and safety, and code concerns.
- 

### **Units of Measure**

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Abandoned Vehicle Abatement	111	114	149	149
Administrative Citations	143	108	45	56
Love Montclair Cleanups	5	0	1	0
Clean-Up and Secure	28	178	27	28
Complaints	1,037	675	1,474	1,374
Foreclosures	16	69	374	317
Graffiti Abatement	55	105	418	390
Notices to Appear	24	138	22	18
Notices of Violation	887	730	480	475
Violations Abated by Owner	767	557	694	642
Illegal Signs Removed	1,408	310	963	204
Inspections	1,794	1,161	1,815	1,675
5-Star Inspection	478	5	156	152

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### **Personnel Services – \$386,332**

Salary requests are for: Code Enforcement Officer (4.00) – \$276,709. Cost allocations are as follows: full-time salaries – \$276,709; overtime – \$15,000; benefit costs – \$94,623.

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### **Services and Supplies – \$14,200**

Funding requested is for: books and publications – \$200; uniforms – \$3,000; materials – recycle/cleanup – \$7,000; small equipment – \$1,000; miscellaneous expenditures – \$3,000.

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### **Capital Outlay – \$32,430**

Funding requested is for: one 2023 Chevrolet Colorado.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4768 General Code Enforcement Unit

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$200

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100      UNIFORMS – \$3,000

Replacement of uniform polo shirts, pants, jackets, and boots as necessary.

51430      MATERIALS – RECYCLE/CLEANUP – \$7,000

Cost of neighborhood C.A.U.T.I.O.N. cleanups.

52690      SMALL EQUIPMENT – \$1,000

Various small tools, gloves, lock up cabinet and equipment as needed for field, vehicles and enforcement activities.

52990      MISCELLANEOUS EXPENDITURES – \$3,000

Printing costs for administrative citation forms and official postings, other miscellaneous expenses for Code Enforcement activities.

**CITY OF MONTCLAIR  
JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS**

**Department:** Community Development

**Program:** 4768 General Code Enforcement Unit

<b>Object Code</b>	<b>Item</b>	<b>Justification</b>	<b>Cost</b>
62020	2023 Chevrolet Colorado	Vehicle to replace 2003 Ford Crown Victoria for use by Code Enforcement Officer. (Equipment Replacement Fund)	\$32,430

**Total: \$32,430**

***(Not approved in Adopted Budget)***

**PROGRAM BUDGET SUMMARY – 1****Program Number 4769**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Community Development	Code Enforcement	Special Ops Code Enforcement Unit

**Program Description**

The City's "Special Operations Unit" is a specialized unit operating under the auspices of the City's Community Development Department. The unit is tasked to address quality of life issues throughout the community, with an emphasis on high profile public nuisance activities and/or crimes determined to be detrimental to the life, health, property, and/or safety of public. Although Homelessness is top priority for the Unit, the Unit also targets high profile present-day crimes and/or business operations occurring throughout the community, including, but not limited to, illegal marijuana dispensaries and grows, illegal massage establishments, illegal gaming establishments, and other similar and/or illegal operations. The objective of the unit is to take a pro-active/community-based approach to problem solving, including, but not limited to, collaboration between agencies and organizations, community outreach, education, engagement, individual customized care, innovative enforcement remedies, and the use of all restorative actions and/or resources to resolve self-destructive personal behaviors and/or traits amongst our homeless community.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	259,749	283,451	291,511	291,511
Services and Supplies	158,900	99,600	99,600	99,600
Capital Outlay	0	0	0	0
<b>Total</b>	<b>418,649</b>	<b>383,051</b>	<b>391,111</b>	<b>391,111</b>
<b>Personnel Authorized</b>	2.00 (FT)	2.00 (FT)	2.00 (FT)	2.00 (FT)

**Source of Funds**

General Fund	308,770	359,251	367,311	367,311
Homeless Housing Assist Prev.	109,879	23,800	23,800	23,800
<b>Total</b>	<b>418,649</b>	<b>383,051</b>	<b>391,111</b>	<b>391,111</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Community Development		4769 Special Ops Code Enforcement Unit

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### **Work Program**

1. Address Homelessness throughout the City in accordance with established policies, procedures and practices.
  2. Address illegal business operations, including, but not limited to, illegal marijuana dispensaries, grows, massage establishments, and gaming establishments.
  3. Use all available enforcement remedies and/or resources to resolve nuisance related activities and/or crimes occurring throughout the City.
- 

### **Units of Measure**

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	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>Estimated 2023-24</u>
Homeless Individuals Served	350	390	425	450
Homeless Individuals Housed	34	15	30	25
Homeless Enforcement Hours	2,269	2,300	3,000	3,100

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### **Personnel Services – \$283,451**

Salary requests are for: Asst. Code Enforcement Manager (1.00) – \$102,463; Code Enforcement Supervisor (1.00) – \$91,662; Cost allocations are as follows: full-time salaries – \$194,125; overtime – \$6,000; benefit costs – \$83,326.

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### **Services and Supplies – \$99,600**

Funding requested is for: books and publications – \$500; uniforms – \$1,200; materials - street signs – \$200; publication and advertising – \$200; street outreach supplies – \$10,000; special contract services – \$65,500; small equipment – \$7,000; rental assistance – \$15,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

**Department:** Community Development

**Program:** 4769 Special Ops Code Enforcement Unit

Object  
Number

- 51020      BOOKS AND PUBLICATIONS – \$500  
Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.
- 51100      UNIFORMS – \$1,200  
Replacement of uniform polo shirts, pants, jackets, and boots as necessary.
- 51340      MATERIALS – STREET SIGNS – \$200  
Signage specific to Homelessness.
- 52090      PUBLICATION AND ADVERTISING – \$200  
Brochures, handouts, printing of Notice to Appear citation books.
- 52100      STREET OUTREACH SUPPLIES – \$10,000  
Supplies for street outreach and navigation services including, but not limited to, transportation costs, motel vouchers, food, clothing, toiletries.
- 52450      SPECIAL CONTRACT SERVICES – \$65,500  
Contract with outside organizations to provide homeless services to individuals or families experiencing or at risk of experiencing homelessness, \$60,000. (General Fund – \$56,700; Homeless Housing Assistance Prevention round 2 Fund – \$3,300)  
Contract with Odin Intelligence – software used to track and store homeless data, \$5,500 (Homeless Housing Assistance Prevention round 2 Fund)
- 52690      SMALL EQUIPMENT – \$7,000  
Latex gloves (12 @ \$20 each), \$240  
Patrol gloves (4 @ \$30 each) \$120  
Pepper spray (2 @ \$20 each), \$40  
TASER devices (2 @ \$1,765 each), \$3,530  
TASER holster (2 @ \$90 each), \$180

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Community Development

**Program:** 4769 Special Ops Code Enforcement Unit

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Object  
Number

52690      SMALL EQUIPMENT continued

TASER cartridge (2 @ \$75 each), \$150

TASER batteries (2 @ \$100 each), \$200

Utility vest (2 @ \$450), \$900

Digital camera (1 @ \$800), \$800

Master locks (12 @ \$12), \$140

Heavy duty chain (1 @ 25ft) \$200

Various small tools and equipment as needed for field, vehicles and enforcement activities - \$500

52880      RENTAL ASSISTANCE – \$15,000

Assistance provided to families/individuals who are homeless or are risk of homelessness, which may include rent, move-in monies, utilities, etc. (Homeless Housing Assistance Prevention Round 2 Fund)

*Economic Development Agency*



## DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development Agency		4791 Administration

### Overview

The Office of Economic Development within the City of Montclair focuses on maximizing community resources through effective use of development services, the use and maintenance of private and public property, and strategic implementation of housing assets. The Office of Economic Development was established as a framework for community and infrastructure development in the City. The Office of Economic Development staffs the Successor Redevelopment Agency, Successor Housing Authority, and the Montclair Housing Corporation. Office of Economic Development staff acts as liason to the Chamber of Commerce, prepares and distributes lists of available properties in the City, provides marketing materials for the City, and monitors business activities as they may or could relate to the City.

The Office of Economic Development reports directly to the City Manager/Executive Director. The Office of Economic Development assists the City Manager in implementation of the policies, goals, strategic plans, and objectives of the elected body; assists in the development of funding sources and execution of sound fiscal practices.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	451,306	562,371	557,516	557,516
Services and Supplies	917,210	366,560	362,560	362,560
Capital Outlay	84,058	0	0	0
<b>Total</b>	<b>1,452,574</b>	<b>928,931</b>	<b>920,076</b>	<b>920,076</b>
<b>Personnel Authorized</b>	2.80 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)

### Source of Funds

General Fund	451,306	562,371	557,516	557,516
Air Quality Improvement Fund	40,000	0	0	0
Economic Development Fund	706,268	236,560	232,560	232,560
Successor Agency Bond Proceeds	200,000	75,000	75,000	75,000
General Plan Update Fee	55,000	55,000	55,000	55,000
<b>Total</b>	<b>1,452,574</b>	<b>928,931</b>	<b>920,076</b>	<b>920,076</b>

## DETAIL OF SALARIES AND WAGES

**Department:** Economic Development

**Program:** Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Montclair Economic Development Agency	1.00	1.00	1.00	1.00	168,346	168,346	168,346
Admin to other Depts	-0.20	-0.20	-0.20	-0.20	-33,669	-33,669	-33,669
	0.80	0.80	0.80	0.80	134,677	134,677	134,677
Economic Services and Housing Manager	1.00	1.00	1.00	1.00	110,334	110,334	110,334
Marketing and Promotions Coord	1.00	1.00	1.00	1.00	67,856	67,856	67,856
Housing Specialist	1.00	1.00	1.00	1.00	52,588	51,584	51,584
<b><u>Part-Time</u></b>							
Economic Development Consultant	1.00	1.00	1.00	1.00	60,413	60,413	60,413
Full Time	3.00	3.00	3.00	3.00	399,124	398,120	398,120
Admin other Departments	-0.20	-0.20	-0.20	-0.20	-33,669	-33,669	-33,669
Total FT Positions/Salaries	2.80	2.80	2.80	2.80	365,455	364,451	364,451
Part Time	1.00	1.00	1.00	1.00	60,413	60,413	60,413
Overtime					1,000	1,000	1,000
Total Salaries & Wages					426,868	425,864	425,864
Benefit Costs					98,714	94,948	94,948
PERS Benefit Costs					49,007	48,922	48,922
Benefit Costs other Depts					-12,218	-12,218	-12,218
Total Benefit Costs					135,503	131,652	131,652
<b>TOTAL</b>					<b>562,371</b>	<b>557,516</b>	<b>557,516</b>

## PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development Agency		4791 Administration

### **Work Program**

1. Serve as staff to the Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Develop informational brochures and web-based data helpful to the business community.
11. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual Housing Corporation budget.
12. Serve as liaison to the Chamber of Commerce.
13. Promote resources helpful to the business community.
14. Identify and develop specific economic development tools and activities to encourage growth within the City.
15. Oversee use of tax allocation bond funds from the former redevelopment agency.
16. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
17. Assist in the development and review of Draft Specific Plans.
18. Assist in the administration of the General Plan Update.
19. Initiate and administer Reimbursement Agreements with Developers for projects within various specific plan areas.
20. Implement Community Facilities Districts within Specific Plan areas or as directed by the City Council.
21. Assist the organization on finding and writing grants for specified projects.
22. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
23. Administer an inclusionary Housing ordinance and promote solutions related to homelessness.

### **Personnel Services – \$562,371**

Salary requests are for: Director of Economic Development Agency (0.80) – \$134,677; Economic Services and Housing Manager (1.00) – \$110,334; Marketing and Promotions Coordinator (1.00) – \$67,856; Housing Specialist (1.00) – \$52,588; Economic Development Consultant (1.00/part-time) – \$60,413. Cost allocations are as follows: full-time salaries – \$365,455; part-time salaries – \$60,413; overtime – \$1,000; benefit costs – \$135,503.

### **Services and Supplies – \$366,560**

Funding requested is for: books and publications – \$100; publication and advertising – \$6,000; dues and memberships – \$5,150; travel and meetings – \$26,800; mileage/auto allowance – \$8,400; business development – \$860; special consulting services – \$1,500; general plan legal fees – \$55,000; special legal services – \$75,000; special contract services – \$156,200; educational grants – \$2,500; small equipment – \$1,000; cellular phone expense – \$1,200; miscellaneous expenditures – \$26,850.

### **Capital Outlay**

No funding requested.

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN-SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Economic Development Agency

**Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>CONFERENCES/SEMINARS</u></b>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Agency Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Marketing and Promotion Coordinator	2023 International Council for Shopping Centers (ICSC)	San Diego, CA <i>(\$7,000 approved in Adopted Budget)</i>	September 2023	\$6,000
52130	Mikey Fuentes, Director of Economic Development Agency Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Marketing and Promotion Coordinator	2024 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 2024	\$6,000
52130	Mikey Fuentes, Director of Economic Development Agency Thailin Martin, Economic Services and Housing Manager	California Association for Local Economic Development (CAL ED) Conference	Long Beach, CA	August 2023	\$3,000

**WORKSHEET – JUSTIFICATION OF  
CONFERENCE AND IN–SERVICE TRAINING REQUEST  
SCHEDULE A – TRAVEL & MEETINGS**

**Department:** Economic Development Agency

**Program:** 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<b><u>Miscellaneous</u></b>					
52130	Thailin Martin, Economic Services and Housing Manager Marketing and Promotion Coordinator	Other conferences and meetings; webinars on legislation and economic development financing; consultant meetings; Chamber events; CoStar workshops	TBA	TBA	\$3,000
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Agency	Goldline Advocacy (\$2,900 each x 2 = \$5,800)	Washington, DC	TBA	\$5,800
52130	Thailin Martin, Economic Services and Housing Manager Housing Specialist	Southern California Association; of Non Profit Housing (SCANPH) Conference	Los Angeles, CA	November 2024	\$1,500
52130	Mikey Fuentes, Director of Economic Development Agency Thailin Martin, Economic Services and Housing Manager	2024 SCAG Regional Conference	Palm Desert, CA	May 2024	\$1,500
<b>Total:</b>					<b>\$26,800</b>

***(\$27,800 approved in Adopted Budget)***

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Economic Development Agency

**Program:** 4791 Administration

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Object  
Number

51020      BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090      PUBLICATION AND ADVERTISING – \$6,000

Printing cost for *Economic Development Growth Opportunities booklet* and other economic development publications.

52120      DUES AND MEMBERSHIPS – \$5,150

California Association for Local Economic Development (CALED), \$2,000

International Council for Shopping Centers–memberships, \$550

Team CA, \$2,500

Unanticipated adjustments, \$100

52130      TRAVEL AND MEETINGS – \$26,800 **(\$27,800 approved in Adopted Budget)**

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In–Service Training Request Schedule A – Travel & Meetings."

52160      BUSINESS DEVELOPMENT – \$860

Constant contact subscription for email marketing, \$500

CANVA subscription for social media posts, \$360

52190      SPECIAL CONSULTING SERVICES – \$1,500

Consulting services which may be needed relating to economic analysis of Development Agreements or other economic development financial transactions.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Economic Development Agency

**Program:** 4791 Administration

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Object  
Number

52290      GENERAL PLAN LEGAL FEES – \$55,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300      SPECIAL LEGAL SERVICES – \$75,000 ***(Only \$65,000 approved in Adopted Budget)***

Services of special counsel which may be needed relating to Development Agreements, land use issues, or economic development financial transactions including CEQA update services.

52450      SPECIAL CONTRACT SERVICES – \$156,200 ***(\$161,200 approved in Adopted Budget)***

State of the City video production, \$20,000 ***(\$25,000 approved in Adopted Budget)***

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$25,000

Graphic materials needed for "City of Montclair" for use at trade show events, \$2,800

E-Homes Real Estate Property Listing Services, \$8,400

Inland Empire Small Business Development Center, \$25,000

Consulting fee for Year 6 Update to the General Plan, \$75,000 (Successor Agency Bond Proceeds)

52530      EDUCATIONAL GRANTS – \$2,500

Per MOUs, education grants are provided to employees for education-related expenses.

52690      SMALL EQUIPMENT – \$1,000

Replacement cellular phones.

52850      CELLULAR PHONE EXPENSE – \$1,200

Cellular phone service for Department personnel.

**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Economic Development Agency

**Program:** 4791 Administration

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Object  
Number

52990      MISCELLANEOUS EXPENDITURES – \$26,850

State of the City incidental expenditures for decorations, \$1,500  
Economic development promotional materials, \$12,000  
Booth space rental for ICSC Conferences, \$5,150  
Booth Backdrop and display, \$5,000  
Furniture/electrical rental at ICSC Conferences, \$2,400  
Participation in County Job Fair, \$400  
Miscellaneous supplies, \$400



*City Attorney*

## DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

### Overview

The City Attorney provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; confers with other legal counsel on matters affecting the City; oversees the City Prosecutor Program; and assists with administration of the claims process and execution of actions related to code violations.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	131,236	133,833	133,833	133,833
Services and Supplies	245,000	275,000	250,000	250,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>376,236</b>	<b>408,833</b>	<b>383,833</b>	<b>383,833</b>
<b>Personnel Authorized</b>	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	376,236	408,833	383,833	383,833
<b>Total</b>	<b>376,236</b>	<b>408,833</b>	<b>383,833</b>	<b>383,833</b>

## DETAIL OF SALARIES AND WAGES

**Department:** City Attorney

**Program:** 4801 City Attorney

[illegible]

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
City Attorney		4801 City Attorney

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### **Work Program**

1. Serve as retained counsel for the City Council, Planning Commission, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and other City-related legal entities; advise the governing board and staff on legal matters.
  2. Represent the City in administrative law actions.
  3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation; coordinate City Prosecutor Program.
  4. Review ordinances, agreements, resolutions, and all legal documents as to form.
  5. Draft legal documents as required.
  6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
  7. Review claims against the City; recommend appropriate courses of action.
  8. Advise City Council and staff on pending litigation.
  9. Ensure compliance with open-meeting requirements.
  10. Advise on Workers' Compensation issues.
  11. Advise on disciplinary actions.
  12. Advise on disability retirement issues.
  13. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
  14. Deputy City Attorney serves in the absence of the City Attorney.
  15. Advise on compliance with the State Elections Code and Federal and State Voting Rights Acts.
  16. Provide direction on open meeting laws and California Public Records Act requests.
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### **Personnel Services – \$133,833**

Salary requests are for: City Attorney (1.00/part-time) – \$96,000. Cost allocations are as follows: part-time wages – \$96,000; benefit costs – \$37,833

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### **Services and Supplies – \$275,000**

Funding requested is for: legal services/court costs – \$200,000; special legal services – \$75,000.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** City Attorney

**Program:** 4801 City Attorney

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Object  
Number

52290      LEGAL SERVICES/COURT COSTS – \$200,000 *(Only \$175,000 approved in Adopted Budget)*

Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.

52300      SPECIAL LEGAL SERVICES – \$75,000

Cost of additional services performed by City Attorney, the proposed hourly rate for general legal services is \$250 per hour. Hourly rate is not inclusive of retainer fee: \$8,000 per month for 42 hours of billable time.

*Citywide Department*

## DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Citywide		4901 Citywide

### Overview

Citywide appropriation and expenditures represent classifications which are not under the control of a department and, therefore, are controlled in total for the City. Citywide appropriations include, but are not limited to,

- Retiree Costs
- Service Awards
- Telephone Services
- Electric Services
- Natural Gas Services
- Water Services
- General City Insurance
- Worker's Compensation Claims
- Postage

Since these costs are controlled in total, they are not arbitrarily allocated to departments where their total effect on City operations would be lost.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,946,571	1,467,757	1,467,757	1,467,757
Services and Supplies	1,723,500	1,769,000	1,754,000	1,754,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>4,670,071</b>	<b>3,236,757</b>	<b>3,221,757</b>	<b>3,221,757</b>

<b>Personnel Authorized</b>	0	0	0	0
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### Source of Funds

General Fund	3,184,477	2,596,052	2,581,052	2,581,052
Gas Tax Fund	188,000	193,000	193,000	193,000
After-School Program Grant Fund	38,500	38,875	38,875	38,875
Sewer Operating Fund	900	120,375	120,375	120,375
UAL/POB Amortization Fund	1,258,194	288,455	288,455	288,455
<b>Total</b>	<b>4,670,071</b>	<b>3,236,757</b>	<b>3,221,757</b>	<b>3,221,757</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
Citywide		4901 Citywide

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### **Work Program**

1. Since Citywide costs are not related to a department they are computed based upon actual expenditures incurred during the prior calendar year. Those costs are reviewed for changes from past results with operational department managers and/or operational personnel to see if changes in service levels, etc. should be considered.
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### **Personnel Services – \$1,467,757**

Funding requested is for: Benefit Costs – \$1,467,757.

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### **Services and Supplies – \$1,769,000**

Funding requested is for: nuisance abatement – \$5,000; service awards – \$19,500; telephone service – \$25,000; electric service – \$560,000; natural gas service – \$65,000; water service – \$353,000; general city insurance – \$700,000; postage – \$40,000; 5326 San Bernardino upkeep – \$1,500.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** Citywide

**Program:** 4901 Citywide

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Object  
Number

52670      POSTAGE – \$40,000  
                 Postage for all City Departments.

# *CFD Operations*

## DEPARTMENT BUDGET SUMMARY

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### Department

CFD Operations

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### Overview

Community Facility Districts are established in newly developed areas to assist with public safety and annual maintenance costs. Maintenance costs include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs.

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<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	68,840	75,920	75,920	75,920
Services and Supplies	130,650	143,521	143,521	143,521
<b>Total</b>	<b>199,490</b>	<b>219,441</b>	<b>219,441</b>	<b>219,441</b>

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<b>Personnel Authorized</b>	0	0	0	0
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### Department Distribution

CFD 2011-1 Paseos/Alexan	154,629	170,092	170,092	170,092
CFD 2011-2 Arrow Station	44,861	49,349	49,349	49,349
<b>Total</b>	<b>199,490</b>	<b>219,441</b>	<b>219,441</b>	<b>219,441</b>

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### Source of Funds

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CFD 2011-1 Fund – Paseos	154,629	170,092	170,092	170,092
CFD 2011-2 Fund – Arrow Station	44,861	49,349	49,349	49,349
<b>Total</b>	<b>199,490</b>	<b>219,441</b>	<b>219,441</b>	<b>219,441</b>

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## PROGRAM BUDGET SUMMARY – 1

Program Number 5001

Department	Division	Program
CFD Operations		CFD 2011-1 Paseos/Alexan

### Program Description

With the development of the Paseos at Montclair, a Community Facilities District (CFD 2011-1) was established to assist with public safety and annual maintenance costs. Subsequent development projects were later annexed into CFD 2011-1 including Vista Court and Alexan-Kendry. Maintenance costs covered under CFD 2011-1 include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs. Public Safety costs covered under CFD 2011-1 include costs related to providing police protection services and fire protection and suppression services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	53,154	58,644	58,644	58,644
Services and Supplies	101,475	111,448	111,448	111,148
Capital Outlay	0	0	0	0
<b>Total</b>	<b>154,629</b>	<b>170,092</b>	<b>170,092</b>	<b>170,092</b>
<b>Personnel Authorized</b>	0	0	0	0

### Source of Funds

CFD 2011-1 Fund – Paseos/Alexan	154,629	170,092	170,092	170,092
<b>Total</b>	<b>154,629</b>	<b>170,092</b>	<b>170,092</b>	<b>170,092</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
CFD Operations		5001 CFD 2011–1 Paseos/Alexan

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### **Work Program**

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, park equipment, irrigation systems, park lighting, water feature, and any necessary repairs.
  2. Maintain landscaped parkways and other rights-of-way by maintenance contract.
- 

### **Units of Measure**

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	<u>2023–24</u>
Acres of parks and parkways maintained by maintenance contract	1.06

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### **Personnel Services – \$58,644**

Salary requests are for: Finance Administration – \$4,538; Public Works Administration – \$4,537; Public Safety Administration – \$9,075; Police Services – \$13,807; Fire Services – \$13,807; Street Sweeping Services – \$2,400; Graffiti Removal Services – \$800; Maintenance Services – \$9,680. Cost allocations are as follows: full-time salaries – \$58,644.

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### **Services and Supplies – \$111,448**

Funding requested is for: materials – buildings – \$2,420; materials – street signs – \$1,815; street lighting – \$36,300; special contract services – \$14,520; graffiti abatement – \$1,015; street maintenance – \$2,420; landscape maintenance – \$42,350; tree maintenance – \$3,025; street sweeping – \$2,440; maintenance contingency – \$5,143.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR**  
**JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** CFD Operations

**Program:** 5001 CFD 2011–1 Paseos/Alexan

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Object  
Number

51300      MATERIALS – BUILDINGS – \$2,420

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340      MATERIALS – STREET SIGNS – \$1,815

Regulatory and Informational Signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340      STREET LIGHTING – \$36,300

Cost for street lighting usage and repair.

52450      SPECIAL CONTRACT SERVICES – \$14,520

Property tax consulting services.

52452      GRAFFITI ABATEMENT – \$1,015

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453      STREET MAINTENANCE – \$2,420

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454      LANDSCAPE MAINTENANCE – \$42,350

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455      TREE MAINTENANCE – \$3,025

Tree maintenance services in Grid 3.

52456      STREET SWEEPING – \$2,440

Services include weekly motorized street sweeping service.

## PROGRAM BUDGET SUMMARY – 1

Program Number 5002

Department	Division	Program
CFD Operations		CFD 2011-2 Arrow Station

### Program Description

With the development of The District at Arrow Station, a Community Facilities District (CFD 2011-2) was established to assist with public safety and annual maintenance costs. Maintenance costs covered under CFD 2011-2 include street lighting, graffiti abatement, street maintenance, landscape maintenance, tree maintenance, utilities, and administration costs. Public Safety costs covered under CFD 2011-2 include costs related to providing police protection services and fire protection and suppression services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	15,686	17,276	17,276	17,276
Services and Supplies	29,175	32,073	32,073	32,073
Capital Outlay	0	0	0	0
<b>Total</b>	<b>44,861</b>	<b>49,349</b>	<b>49,349</b>	<b>49,349</b>
<b>Personnel Authorized</b>	0	0	0	0

### Source of Funds

CFD 2011-2 Fund – Arrow Station	44,861	49,349	49,349	49,349
<b>Total</b>	<b>44,861</b>	<b>49,349</b>	<b>49,349</b>	<b>49,349</b>

## PROGRAM BUDGET SUMMARY – 2

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Department	Division	Program
CFD Operations		5002 CFD 2011–2 Arrow Station

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### **Work Program**

1. Perform maintenance activities including, but not limited to, the turf, landscaped areas, irrigation systems, and any necessary repairs.
  2. Maintain trees, landscaped parkways, and other rights-of-way by maintenance contract.
- 

### **Units of Measure**

	Estimate <u>2023–24</u>
Linear feet of parkways and retention basins within street right of way.	2,375

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### **Personnel Services – \$17,276**

Salary requests are for: Finance Administration – \$2,269; Public Works Administration – \$2,269; Public Safety Administration – \$4,538; Police Services – \$3,650; Fire Services – \$3,650; Street Sweeping Services – \$300; Graffiti Removal Services – \$600. Cost allocations are as follows: full-time salaries – \$15,686.

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### **Services and Supplies – \$32,073**

Funding requested is for: materials – street signs – \$605; street lighting – \$16,940; special contract services – \$9,680; graffiti abatement – \$610; street sweeping – \$305; maintenance contingency – \$3,933.

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### **Capital Outlay**

No funding requested.

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**CITY OF MONTCLAIR  
JUSTIFICATION OF SERVICES & SUPPLIES EXPENDITURE REQUESTS**

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**Department:** CFD Operations

**Program:** 5002 CFD 2011–2 Arrow Station

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Object  
Number

51340      MATERIALS – STREET SIGNS – \$605

Regulatory signs, i.e., Street Name, Stop, Speed Limit, Yield, No Parking, etc. Including metal posts, buckles and brackets, nuts, bolts, screws, etc., needed in repair and to raise regulatory signs to legal specifications.

52340      STREET LIGHTING – \$16,940

Cost for street lighting usage and repair.

52450      SPECIAL CONTRACT SERVICES – \$9,680

Property tax consulting services.

52452      GRAFFITI ABATEMENT – \$610

Services include removal of graffiti by sandblasting, painting or chemical removal.

52456      STREET SWEEPING – \$305

Services include weekly-motorized street sweeping service.

## *Supplemental Information*

**Equipment Replacement Fund  
Analysis Funding Requirement  
as of June 1, 2023**

			Vehicle	Accessories	Total			Est. Current	Funding
Vehicle	V.I.N.	Purchase Date	Purchase Price	Purchase Price	Purchase Price	Estimated Service Life	Percent Depreciated	Replacement Cost	Requirement at 6/1/23
FIRE DEPARTMENT									
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	27%	345,000	\$93,150
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	33%	362,000	\$119,460
* 2005 Ford Crown Victoria	180126	09/08/05	20,000	6,500	26,500	7	100%	27,000	\$27,000
2004 Chevy Suburban **	301894	11/01/04	33,060		33,060	7	100%	33,000	\$33,000
2003 KME Rescue Squad **	B25803	08/15/02	26,000		26,000	5	100%	26,000	\$26,000
2003 Ford Crown Victoria	162239	12/05/02	26,835		26,835	7	100%	27,000	\$27,000
2000 KME Renegade (Fire Truck) **	N058096	01/18/00	41,995		41,995	15	100%	42,000	\$42,000
TOTAL FIRE								\$862,000	\$367,610
POLICE DEPARTMENT									
Patrol Vehicles									
2022 Ford Ranger	52115	12/08/22	30,499		30,499	5	20%	30,000	\$6,000
2022 Ford Police Interceptor V-6	74070	12/08/22	37,568		37,568	5	20%	38,000	\$7,600
2022 Ford Police Interceptor V-6	73965	12/08/22	37,568		37,568	5	20%	38,000	\$7,600
2022 Ford Police Interceptor Ecoboost	74018	12/08/22	41,718		41,718	5	20%	42,000	\$8,400
2019 Nissan Frontier King PU	08364	10/17/19	22,265		22,265	3	100%	22,000	\$22,000
2019 Ford F-250	34596	09/11/19	33,497	2,981	36,478	3	100%	36,000	\$36,000
2018 Ford Explorer Int	83592	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	83591	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
+ 2018 Ford Explorer Int	83590	03/20/18	28,870		28,870	3	100%	29,000	\$29,000
2018 Ford Explorer Int	57929	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2018 Ford Explorer Int	57930	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2018 Ford Explorer Int	71674	02/12/18	29,226		29,226	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33454	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33455	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33452	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33453	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33456	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2017 Ford Explorer Inceptor	33457	11/09/16	29,054		29,054	3	100%	29,000	\$29,000
2015 Ford Explorer	88310	10/06/14	31,348		31,348	3	100%	31,000	\$31,000
2015 Ford Explorer	03202	10/06/14	31,988		31,988	3	100%	32,000	\$32,000
2014 Ford Explorer	75830	10/14/13	28,324		28,324	3	100%	28,000	\$28,000
2013 Ford Explorer	54386	11/13/12	27,285		27,285	3	100%	27,000	\$27,000
2013 Ford Explorer	54385	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Explorer	54384	11/13/12	31,325		31,325	3	100%	31,000	\$31,000
2013 Ford Taurus	167586	11/13/12	26,312		26,312	3	100%	26,000	\$26,000
+ 2011 Chevrolet Caprice	561239	09/22/11	28,541		28,541	3	100%	29,000	\$29,000
2011 Chevrolet Caprice	561277	09/29/11	28,541		28,541	3	100%	29,000	\$29,000
+ 2011 Ford Crown Victoria	159622	06/21/11	23,147		23,147	3	100%	23,000	\$23,000
+ 2008 Ford Crown Victoria	150467	07/21/08	23,513	6,500	30,013	3	100%	30,000	\$30,000

**Equipment Replacement Fund  
Analysis Funding Requirement  
as of June 1, 2023**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/23</u>
<u>Other</u>									
2014 Ultra Hauler-Mobile Command Trailer	151070	07/17/15	37,286		37,286	7	100%	37,000	\$37,000
2005 Ford Taurus	160391	12/22/05	23,912	1,000	24,912	3	100%	25,000	\$25,000
<b>TOTAL POLICE</b>								<b>\$933,000</b>	<b>\$814,600</b>
<b><u>PUBLIC WORKS</u></b>									
2022 Chevrolet 2500 Dbl Cab	252725	03/31/22	45,542		45,542	5	20%	46,000	\$9,200
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	25%	12,000	\$3,000
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	100%	36,000	\$36,000
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	100%	52,000	\$52,000
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	100%	28,000	\$28,000
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	70%	56,000	\$39,200
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	80%	15,000	\$12,000
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	80%	3,000	\$2,400
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	75%	38,000	\$28,500
2012 Ford F450	82169	11/13/12	90,500		90,500	12	92%	91,000	\$83,720
2008 GMC TC4500 Service Truck	404552	12/17/07	55,594	2,900	58,494	12	100%	58,000	\$58,000
2006 Chevy 2500 Crew Cab	179606	09/05/06	28,364	2,900	31,264	12	100%	31,000	\$31,000
2006 Chevy 2500 Ext.Cab	288173	09/05/06	26,021	2,900	28,921	12	100%	29,000	\$29,000
2005 Chevy 3/4 Ton	158239	12/23/04	27,527	2,900	30,427	12	100%	30,000	\$30,000
2005 Chevy 3/4 Ton	110063	12/23/04	27,629	2,900	30,529	12	100%	31,000	\$31,000
2003 Big Tex Trailer 5x10	A79475	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Big Tex Trailer 5x10	A78957	10/06/03	3,104		3,104	12	100%	3,500	\$3,500
2003 Ford F-250, Stake Body	A90866	02/03/03	22,701		22,701	12	100%	23,000	\$23,000
2003 Honda CR-V 5DR	005340	02/03/03	20,754		20,754	12	100%	21,000	\$21,000
2002 Ford F-250, Flatbed	A13727	12/01/02	21,265		21,265	12	100%	21,000	\$21,000
2002 Dump Truck	545767	04/02/02	61,748		61,748	15	100%	62,000	\$62,000
2001 Ford F-250, Stake Bed	B70930	08/01/01	24,643		24,643	12	100%	25,000	\$25,000
2000 Tymco Sweeper	F58940	04/17/00	118,929		118,929	8	100%	119,000	\$119,000
1997 GMC Asphalt Truck	519171	02/01/98	83,880		83,880	10	100%	84,000	\$84,000
1995 Ford 1/2 Ton	A44593	10/01/95	16,300		16,300	12	100%	16,000	\$16,000
1993 GMC 1-T Dump Trk	514913	06/01/93	25,146		25,146	10	100%	25,000	\$25,000
2001 Flatbed Trailer, 12'	341025	01/02/02	4,648		4,648	10	100%	5,000	\$5,000
Chipper 1985	000562	10/01/85	14,622		14,622	15	100%	15,000	\$15,000
2002 Pressure Washer - Landa	041019	01/03/03	10,962		10,962	10	100%	11,000	\$11,000

**Equipment Replacement Fund  
Analysis Funding Requirement  
as of June 1, 2023**

<u>Vehicle</u>	<u>V.I.N.</u>	<u>Purchase Date</u>	<u>Vehicle Purchase Price</u>	<u>Accessories Purchase Price</u>	<u>Total Purchase Price</u>	<u>Estimated Service Life</u>	<u>Percent Depreciated</u>	<u>Est. Current Replacement Cost</u>	<u>Funding Requirement at 6/1/23</u>
<b><u>Public Works Cont.</u></b>									
** John Deere 1600 Turbo Series III	670127	07/30/22	31,801		31,801	7	14%	32,000	\$4,480
Toro Mower w/Canopy	00465	01/02/02	36,581		36,581	7	100%	37,000	\$37,000
Curb Mower 36", J. Deere	11707	01/02/02	4,864		4,864	5	100%	5,000	\$5,000
Case 580 M Backhoe/ Loader	389308	06/30/05	62,667		62,667	15	100%	63,000	\$63,000
Striper	71785	09/19/05	54,895		54,895	15	100%	55,000	\$55,000
Skiploader/Backhoe	223734	02/01/96	53,617		53,617	15	100%	54,000	\$54,000
Riding Mower, J.Deere	160792	05/01/97	18,200		18,200	7	100%	18,000	\$18,000
<b>TOTAL PUBLIC WORKS</b>								<b>\$1,254,000</b>	<b>\$1,143,500</b>
<b>OTHER DEPARTMENTS</b>									
2022 Ford Explorer Interceptor Utility	74784	09/27/22	36,164	13,205	49,369	5	20%	49,000	\$9,800
2022 Ford Explorer Interceptor Utility	79062	09/27/22	36,164	15,275	51,439	5	20%	51,000	\$10,200
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
2002 Chevy Truck ** (CD)	295199	03/02/02	22,717		22,717	5	100%	23,000	\$23,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	5	100%	22,000	\$22,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	5	100%	18,000	\$18,000
<b>TOTAL OTHER DEPARTMENTS</b>								<b>\$244,000</b>	<b>\$164,000</b>
<b>TOTAL ALL DEPARTMENTS</b>			<b>3,044,326</b>	<b>245,669</b>	<b>3,289,995</b>			<b>3,293,000</b>	<b>2,489,710</b>

## GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the information contained in this budget and other financial documents issued by the City of Montclair. Most of the terms included in this glossary are taken directly from the publication Governmental Accounting, Auditing, and Financial Reporting issued by the Government Finance Officers Association; the acronym GAAFR is used to reference material so obtained.

**ACCOUNTING SYSTEM.** The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities. (Source: GAAFR)

**ACCRUAL BASIS.** The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government. (Source: GAAFR)

**AGENCY FUND.** A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans. (Source: GAAFR)

**APPROPRIATION.** Authorization obtained from City Council to incur expenditures or expenses for specific purposes. Appropriations are usually made for fixed amounts and typically lapse at the end of the budget year.

**BUDGET.** A plan of financial operation for a given period of time which is comprised of authorized expenditures (appropriations) and the proposed means of financing them (estimated revenues and available reserves).

**CAPITAL IMPROVEMENT PROGRAM.** A five-year plan of proposed infrastructure expenditures and the proposed resources for financing them. The first year of the Capital Improvement Program is included in the preliminary budget for City Council review and approval.

**CAPITAL OUTLAY.** Generally understood to be any material expenditure for personal and real property. In the City's budget, however, capital outlay is used to denote expenditures for equipment which cost at least \$1,500.

**CAPITAL PROJECT FUND.** A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities. The use of a capital project fund is especially common for major capital acquisition or construction activities financed through borrowing or contributions. (Source: GAAFR)

**CASH BASIS.** A basis of accounting under which transactions are recognized only when cash is received or disbursed. (Source: GAAFR)

**DEBT SERVICE FUND.** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a SINKING FUND. (Source: GAAFR)

**DEFERRED REVENUE.** Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue. (Source: GAAFR)

**DEFICIT.** The excess of expenditures over actual revenues received during the budget year.

**ENCUMBRANCE.** An unexecuted purchase order or contract. Encumbrance accounting is used to assure that budgeted appropriations are not exceeded.

**ENTERPRISE FUND.** A fund used to account for the operations of a governmental program which are conducted in a manner similar to the private sector. Primary emphasis is given to determining net income as a basis for establishing user charges. The City uses an enterprise fund to account for its sewer maintenance program.

**EXPENDITURES.** Decreases in net financial resources. Expenditures include current operation expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. (Source: GAAFR)

**EXPENSES.** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. (Source: GAAFR)

**FISCAL YEAR.** A twelve-month period of time which corresponds to the budget year. The City's fiscal year begins July 1 and ends June 30.

**FIXED ASSETS.** Tangible assets comprised of equipment, building, improvements other than buildings and land. The term is derived from the "fixed" annual depreciation expense on buildings and equipment.

**FUND.** A fiscal and accounting entity with a self-balancing set of accounts organized for the purpose of achieving specific objectives.

**FUND BALANCE.** The difference between assets and liabilities.

**FUND BALANCE - RESERVED.** That portion of fund balance which is either legally restricted from expenditure or is not available for expenditure.

**GENERAL FUND.** The general fund is used to account for the resources and expenditures of programs not required to be recorded in another fund. Typically, the general fund represents the primary operating fund of a governmental entity.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board. (Source: GAAFR)

**INDIRECT STAFF CHARGES.** Reimbursement of administrative costs associated with services provided to the Sewer Maintenance Fund and the After School Program.

**INFRASTRUCTURE.** Generally regarded to mean real property improvements other than buildings, e.g., streets, sidewalk, water/sewer lines, etc.

**INTERFUND TRANSFERS.** Transfers between funds are denoted as Transfers-In (receiving fund) and Transfers-Outs (distributing fund) to inform the statement reader that the transactions do not represent additional revenues and expenditures to the governmental entity as a whole.

**MEASUREMENT FOCUS.** The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses). (Source: GAAFR)

**MODIFIED ACCRUAL BASIS.** The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. (Source: GAAFR)

**OBJECT.** A term used to denote the type of expenditure incurred. The City's operating budget includes three major objects of expenditure: (1) personnel services, (2) services and supplies and (3) capital outlay.

**OPERATING BUDGET.** The annual budget for on-going program costs, including salaries and benefits, service and supplies, and capital outlay expenditures.

**PROGRAM.** Group activities, operations or organizational units directed to attaining specific purposes or objectives. (Source: GAAFR)

**REVENUES.** (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers from another fund are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers from another fund are classified separately from revenues. (Source: GAAFR)

**SPECIAL REVENUE FUND.** A fund used to account for resources which are legally restricted for specified purposes.

**TAXES.** Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges). (Source: GAAFR)

**TRUST FUNDS.** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds. (Source: GAAFR). The City uses trust funds to earmark resources for specific purposes including funding vehicle depreciation costs and maintaining the City's infrastructure.



## ACRONYMS

The following acronyms are presented to assist in understanding the information contained in this budget:

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALS	Advanced Life Support
APA	American Planning Association
AQMD	Air Quality Management District
ASA	American Society on Aging
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
ASES	After School Education and Safety
ASP	After-School Program
BMI	Broadcast Music, Inc.
BOSS	Back Office Systems Software
CAC	Community Action Committee
CAD/RMS	Computer Aided Dispatch/Records Management System
CALBO	California Building Officials
CALED	California Association for Local Economic Development
CALNENA	California Chapter of the National Emergency Number Association
Cal OES	California Office of Emergency Services
CALPELRA	California Public Employers Labor Relations Association
CAPE	California Association of Property and Evidence
CASQA	California Stormwater Quality Association
CAUTION	Citizens Against Unwanted Trash in our Neighborhoods
CCAI	California Conference of Arson Investigators
CCUG	California Law Enforcement Telecommunication System Users Group
CDBG	Community Development Block Grant
CESA	California Emergency Services Association
CESSWI	Certified Erosion, Sediment, and Storm Water Inspector
CEQA	California Environmental Quality Act
CEU	Continuing Education Units
CFCA	California Fire Chiefs Association
CFD	Community Facilities District
CFED	California Fire Education and Disaster
CICCS	California Incident Command Certification System
CIP	Capital Improvement Plan
CLEARs	California Law Enforcement Association of Records Supervisors
CLETS	California Law Enforcement Telecommunication System
CMS4S	Certified Municipal Separate Storm Sewer System Specialist
CMTA	California Municipal Treasurers' Association
CNG	Compressed Natural Gas
CNOA	California Narcotic Officers' Association

## ACRONYMS

COBRA	Consolidated Omnibus Budget Reconciliation Act
CONFIRE	Consolidated Fire Agencies of the East Valley
COP	Community Oriented Policing
CPCA	California Police Chiefs Association
CPOA	California Peace Officers Association
CPR	Cardiopulmonary Resuscitation
CPRS	California Parks and Recreation Society
CPT	Continuing Professional Training
CRRRA	California Resource Recovery Association
CSMFO	California Society of Municipal Finance Officers
CUPA	Certified Unified Program Agency
CWEA	California Water Environment Association
DAAS	Department of Aging and Adult Services
DOJ	Department of Justice
DOT	Department of Transportation
EAP	Employee Assistance Services
EDU	Equivalent Dwelling Unit
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
EVOC	Emergency Vehicle Operations Course
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FTO	Field Training Officer
GAAFR	Governmental Accounting, Auditing, and Financial Reporting
GAAP	Generally Accepted Accounting Principles
GASB 34	Governmental Accounting Standards Board Statement No. 34
GASB 45	Governmental Accounting Standards Board Statement No. 45
GASB 68	Governmental Accounting Standards Board Statement No. 68
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HIPAA	Health Insurance Portability and Accountability Act
HPMS	Highway Performance Monitoring System
IAAI	International Association of Arson Investigators
IAPE	International Association of Property and Evidence
ICEMA	Inland Counties Emergency Medical Agency
ICSC	International Council for Shopping Centers
IDDE	Illicit Discharge Detection Elimination
IEUA	Inland Empire Utility Agency
IFSTA	International Fire Service Training Association

## **ACRONYMS**

IRNET	Inland Regional Narcotics Enforcement Team
IVHS	Inland Valley Humane Society
JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LCC	League of California Cities
LED	Light Emitting Diode
LPR	License Plate Recognition
MAIT	Multidisciplinary Accident Investigation Teams
MAP	Montclair After School Program
MDC	Mobile Data Computer
MFRC	Montclair Family Resource Center
NGOs	Nongovernmental Organizations
MHC	Montclair Housing Corporation
MS4	Municipal Separate Storm Sewer Systems
MSA	Maintenance Superintendents Association
MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
MVWD	Monte Vista Water District
NASSCO	National Association of Sewer Service Companies
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NNA	National Notary Association
NPDES	National Pollutant Discharge Elimination System
OACC	Operational Area Coordinating Council
OES	Office of Emergency Services
OMSD	Ontario-Montclair School District
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Act
P3S	Pretreatment Pollution Prevention Stormwater
PAPA	Pesticide Applicators Professional Association
PARMA	Public Agency Risk Managers Association
PEG	Public Educational and Governmental Access Channels
PEPRA	Public Employee Pension Reform Act of 2013
PERS	Public Employees Retirement System
PIT	Pursuit Intervention Technique
POST	Police Officer Standards and Training
PSAP	Primary Safety Answering Point
QA/AI	Quality Assurance/Quality Improvement
QISP	Qualified Industrial Storm Water Practitioner
SAMS	Senior Assistance Management System
SBCTA	San Bernardino County Transportation Authority
SCAP	Southern California Association of Publicly (SCAP) Owned Treatment Works

## ACRONYMS

SCAQMD	South Coast Air Quality Management District
SCBA	Self-contained Breathing Apparatus
SCMAF	Southern California Municipal Athletic Federation
SEMS	Standard Emergency Management System
SESAC	Society of European Stage Authors and Composers
SRDA	Successor Agency to the City of Montclair Redevelopment Agency
SSMP	Sewer System Management Plan
SSOWDR	Sanitary Sewer Overflow Waste Discharge Requirements
SWAT	Special Weapons and Tactics
SWCRB	State Water Resource Control Board
TBA	To Be Announced
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
US&R	Urban Search and Rescue
USA	Underground Service Alert
WAN	Wide Area Network
WCSG	West Covina Service Group
WDR	Waste Discharge Requirements
WQMP	Water Quality Management Plans

# CITY OF MONTCLAIR SALARY SCHEDULE

## ALPHA RANGE LISTING

Classification	A	B	C	D	E
<b>PART-TIME/HOURLY</b>					
Accounting Specialist	23.25	24.42	25.64	26.92	28.26
Administrative Aide	26.47	27.80	29.19	30.64	32.18
Administrative Secretary (Relief)	23.49	24.66	25.90	27.19	28.55
Administrative Technician (PTB)	23.49	24.66	25.90	27.19	28.55
Benefits Coordinator	30.90	32.45	34.07	35.77	37.56
City Attorney	6400	--	--	--	--
Code Enforcement Officer (Relief)	28.43	29.85	31.34	32.91	34.56
Community Building Supervisor	15.50	16.28	17.09	17.94	18.84
Community Development Consultant	--	--	--	--	93.21
Council Member	742	1150	--	--	--
Custodial Technician (PTB)	19.48	20.46	21.48	22.56	23.68
Custodian	19.48	20.46	21.48	22.56	23.68
Customer Service Representative/Office Specialist	20.01	21.02	22.07	23.17	24.33
Data Entry Clerk	16.46	17.28	18.14	19.05	20.00
Economic Development Consultant	--	--	--	62.93	66.10
Engineering Aide (PTB)	15.81	16.60	17.43	18.30	19.22
Equipment Maintenance Technician (PTB)	23.74	24.93	26.18	27.48	28.86
Facility Coordinator	15.50	16.28	17.09	17.94	18.84
Fire Technician	16.06	16.86	17.70	18.59	19.52
Graffiti Abatement Aide	15.50	--	--	--	--
Graffiti Abatement Worker	20.96	22.01	23.11	24.27	25.48
Health Education Intern	16.35	17.17	18.03	18.93	19.88
Health Education Specialist [Grant]	19.98	--	--	--	--
Human Services Technician (PTB)	20.54	21.58	22.66	23.79	24.98
Information Technology Systems Analyst	42.66	44.79	47.03	49.38	51.85
Information Technology Systems Technician (PTB)	27.86	29.26	30.72	32.25	33.87
Instructor	15.50	16.28	17.09	17.94	18.84
Interim Deputy Fire Chief	--	--	--	--	75.39
Junior Intern	15.50	16.28	17.09	17.94	18.84
Kitchen Assistant	15.50	16.28	17.09	17.94	18.84
Lead Mechanic	21.38	22.45	23.57	24.75	25.99
Leadworker, Maintenance	24.18	25.39	26.66	27.99	29.39
Learning Leader [Grant]	18.99	19.94	20.94	21.99	23.09
Maintenance Technician (PTB)	20.96	22.01	23.11	24.27	25.48
Maintenance Worker	20.96	22.01	23.11	24.27	25.48
Mayor	1042	1650	--	--	--
Mechanic Aide	18.68	19.61	20.59	21.62	22.71
Medical Clinic Coordinator	25.00	26.00	27.00	--	--
Medical Clinic Specialist	21.61	22.69	23.83	25.02	26.27
Mini-School Coordinator	15.96	16.76	17.60	18.48	19.40
NPDES/Environmental Compliance Technician (PTB)	26.97	28.32	29.74	31.22	32.79
Nutrition Site Manager	15.50	16.28	17.09	17.94	18.84
Office Specialist	19.82	20.82	21.86	22.95	24.10
Office Technician (PTB)	19.82	20.82	21.86	22.95	24.10
Park Leader	15.50	16.28	17.09	17.94	18.84
Park Maintenance Specialist	19.38	20.35	21.37	22.44	23.56
Payroll Analyst	31.60	33.18	34.83	36.58	38.41
Personnel Services Technician (PTB)	27.72	29.10	30.55	32.08	33.69
Planning Commissioner	250	--	--	--	--
Police Background Investigator	29.36	30.83	32.37	33.99	35.69
Police Cadet	16.06	16.86	17.70	18.59	19.52
Police Dispatcher (Relief)	26.69	--	--	--	--
Police Services Specialist (Relief)	20.54	21.57	22.65	23.78	24.97
Program Aide	15.75	16.54	17.37	18.24	19.15

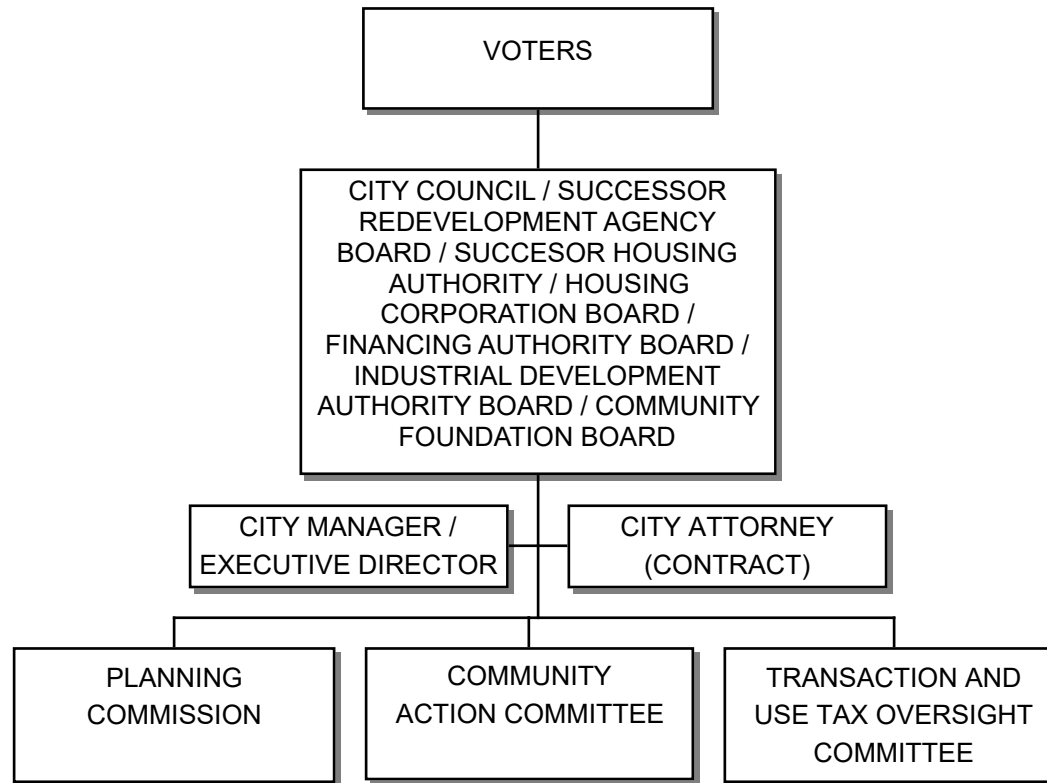
<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>PART-TIME/HOURLY</b>					
Property Custody Technician (PTB)	19.56	20.54	21.57	22.65	23.78
Public Works Consultant	--	--	--	--	74.09
Public Works Director/City Engineer	77.15	81.01	85.06	89.31	93.77
Receptionist/Office Specialist	19.37	20.33	21.35	22.42	23.54
Receptionist/Office Technician (PTB)	19.37	20.33	21.35	22.42	23.54
Recreation Intern	16.35	17.17	18.03	18.93	19.88
Recreation Leader	15.50	16.28	17.09	17.94	18.84
Recreation Specialist	15.65	16.43	17.25	18.11	19.02
Reserve Code Enforcement Officer	300	--	--	--	--
Reserve Police Captain	600	--	--	--	--
Reserve Police Lieutenant	125	--	--	--	--
Reserve Police Officer	300	--	--	--	--
Reserve Police Sergeant	400	--	--	--	--
Senior Intern	16.26	17.07	17.92	18.82	19.76
Senior Leadworker	29.15	30.61	32.13	33.74	35.43
Senior Learning Leader	23.69	24.87	26.11	27.42	28.79
Senior Police Cadet	18.09	19.00	19.95	20.94	21.99
Senior Recreation Leader	16.94	17.79	18.68	19.61	20.59
Senior Recreation Specialist	17.65	18.53	19.46	20.43	21.45
Sewer Maintenance Specialist	19.38	20.35	21.37	22.44	23.56
Sports Coordinator	17.78	18.67	19.60	20.58	21.61
Street Maintenance Specialist	19.38	20.35	21.37	22.44	23.56
Substitute Learning Leader	18.50	19.42	20.39	21.41	22.48
Systems Specialist (PTB)	20.27	21.28	22.35	23.47	24.64
Technical Services Specialist	29.36	30.83	32.37	33.99	35.69
Transportation Coordinator	18.50	19.42	20.39	21.41	22.48
Volunteer Services Coordinator (Modified Duty)	30.54	32.07	33.67	35.35	37.12
<b>FULL-TIME</b>					
Accountant	4731	4968	5216	5477	5751
Accounting Specialist	4030	4232	4444	4666	4899
Administrative Aide	4588	4818	5059	5311	5577
Administrative Analyst	5568	5846	6139	6446	6768
Administrative Secretary	4072	4275	4489	4713	4949
Administrative Services Coordinator	4804	5044	5296	5561	5839
Administrative Specialist	4072	4275	4489	4713	4949
Assistant City Manager/Human Services Director	13341	14008	14708	15444	16216
Assistant to the City Manager & Economic Dev Agency Dir	7677	8060	8464	8887	9331
Assistant Code Enforcement Manager	7394	7763	8151	8559	8987
Assistant Director of Housing/Planning Manager	8946	9393	9863	10356	10874
Assistant Director of Human Services	6307	6622	6953	7301	7666
Assistant Director of Human Services/Grants Manager	9798	10288	10803	11343	11910
Assistant Engineer	6980	7329	7695	8080	8484
Assistant Planner	5140	5397	5699	5950	6248
Assistant Public Works Manager	6356	6674	7008	7358	7726
Assistant Senior Learning Coordinator	3775	3963	4161	4370	4588
Associate Engineer	7272	7635	8017	8418	8839
Associate Planner	5956	6253	6566	6894	7239
Benefits Coordinator	5356	5624	5905	6200	6510
Benefits Specialist	4507	4732	4969	5217	5478
Building Inspector	5153	5410	5681	5965	6263
Building Maintenance Supervisor	6674	7007	7358	7726	8112
Building Maintenance Technician	4140	4347	4564	4792	5032
Building Official/Code Enforcement Manager	8946	9393	9863	10356	10874
City Clerk	7763	8151	8559	8987	9436
City Clerk/Human Resources Manager (a)	9798	10288	10803	11343	11910
City Manager	--	--	19506	20481	21505
City Planner/Planning Manager	8946	9393	9863	10356	10874
Code Enforcement Officer	4928	5174	5433	5705	5990
Code Enforcement Supervisor	6101	6406	6727	7063	7416

Classification	A	B	C	D	E
<b>FULL-TIME</b>					
Community Compliance Specialist	4928	5174	5433	5705	5990
Community Health Education Coordinator [Grant]	4638	4870	5114	5370	5638
Community Services Supervisor	4991	5241	5503	5778	6067
Custodian	3377	3546	3723	3910	4105
Customer Service Representative/Office Specialist	3469	3643	3825	4016	4217
Deputy City Clerk	5568	5846	6139	6446	6768
Deputy City Mgr/Exec Dir of Econ and Community Dev	14514	15240	16002	16802	17642
Deputy Dir. of Community & Economic Development	10289	10803	11343	11910	12506
Deputy Fire Chief	11740	12327	12943	13590	14270
Deputy Fire Marshal	6749	7086	7440	7812	8203
Diagnostic Specialist	4555	4783	5022	5273	5537
Director of Admin. Svcs. And Human Resources	12735	13371	14040	14742	15479
Director of Community Development	12735	13371	14040	14742	15479
Director of Montclair Economic Development Agency	12735	13371	14040	14742	15479
Director of Finance	12735	13371	14040	14742	15479
Director of Human Services	12735	13371	14040	14742	15479
Director of Information Technology	12735	13371	14040	14742	15479
Director of Public Works/City Engineer	13372	14041	14743	15480	16254
Econ. Dev. Coord./Housing Associate	6239	6550	6878	7222	7583
Economic Promotions Coordinator	5356	5624	5905	6200	6510
Economic Services & Housing Manager	8156	8564	8992	9442	9914
Employment & Personnel Coordinator	5101	5356	5624	5905	6200
Engineering Division Manager	8946	9393	9863	10356	10874
Environmental Compliance Coordinator	5086	5340	5607	5888	6182
Environmental Control Specialist	4731	4967	5215	5476	5750
Equipment Maintenance Manager	6915	7261	7624	8005	8405
Equipment Maintenance Supervisor	6286	6601	6931	7277	7641
Equipment Mechanic	4115	4321	4537	4764	5002
Executive Director Office of Public Safety	16012	16813	17654	18536	19463
Facilities Specialist	5052	5305	5570	5849	6141
Finance Manager	8946	9393	9863	10356	10874
Finance Supervisor	7450	7823	8214	8625	9056
Fire Battalion Chief (b)	11073	11626	12208	12818	13459
Fire Captain	8281	8695	9130	9587	10066
Fire Engineer	6796	7135	7492	7867	8260
Firefighter (Paramedic)	6534	6861	7204	7564	7942
GIS Specialist	5573	5852	6144	6451	6774
Graffiti Abatement Worker	3633	3815	4005	4206	4416
Health Education Specialist [Grant]	3464	3638	3820	4010	4211
Housing Associate	5399	5669	5952	6250	6562
Housing Specialist	4072	4275	4489	4713	4949
Human Services Specialist	3561	3740	3927	4123	4329
Information Relations Officer	5356	5624	5905	6200	6510
Information Technology Analyst	7394	7763	8151	8559	8987
Information Technology Manager	8946	9393	9863	10356	10874
Information Technology Specialist	5573	5852	6144	6451	6774
Irrigation Specialist	4192	4401	4621	4852	5095
Junior Accountant	4507	4732	4969	5217	5478
Leadworker, Facilities	4192	4401	4621	4852	5095
Leadworker, Maintenance	4192	4401	4621	4852	5095
Marketing and Promotions Coordinator	5356	5624	5905	6200	6510
Maintenance Worker	3633	3815	4005	4206	4416
Medical Clinic Specialist	3746	3933	4130	4336	4553
Montclair After-School Program Supervisor	5424	5695	5980	6279	6593
Montclair After-School Program Coordinator	4421	4642	4874	5118	5374
Motor Sweeper Operator	3943	4140	4347	4565	4793
National Pollutant Discharge Elimination Sys. (NPDES) Coord.	5340	5607	5888	6182	6491
NPDES/Environmental Compliance Inspector	4675	4909	5155	5412	5683

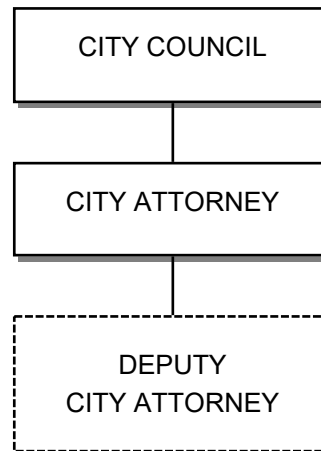
Classification	A	B	C	D	E
<b>FULL-TIME</b>					
Office Specialist	3436	3608	3789	3978	4177
Payroll Analyst	5477	5751	6038	6340	6657
Personnel Services Coordinator	4804	5044	5296	5561	5839
Plans Examiner	6286	6601	6931	7277	7641
Police Captain	12893	13538	14215	14926	15672
Police Chief	16012	16813	17654	18536	19463
Police Dispatch Supervisor	6694	7029	7381	7750	8137
Police Dispatcher	4626	--	--	--	--
Police Lieutenant	11274	11837	12429	13050	13703
Police Officer	6878	7222	7583	7962	8360
Police Officer Trainee	6081	--	--	--	--
Police Sergeant	9143	9600	10080	10584	11113
Police Services Specialist	3561	3739	3926	4122	4328
Police Services Supervisor	5793	6083	6387	6707	7042
Project Manager	5841	6133	6440	6762	7100
Property Custody Clerk	3391	3561	3739	3926	4122
Public Safety Admin. Svcs. Supervisor	8482	8906	9351	9819	10310
Public Works Facilities/Maintenance Assistant Manager	7400	7769	8158	8566	8994
Public Works Inspector	5052	5305	5570	5849	6141
Public Works Manager	8946	9393	9863	10356	10874
Public Works Operations Assistant Manager	7400	7769	8158	8566	8994
Recreation Coordinator	3775	3963	4161	4370	4588
Receptionist/Office Specialist	3357	3524	3701	3886	4080
Recreation Manager	6356	6674	7008	7358	7726
Recreation Supervisor	4356	4574	4803	5043	5295
Secretary	3620	3801	3991	4190	4400
Senior Accountant	5751	6038	6340	6657	6990
Senior Building Inspector	5987	6286	6600	6930	7277
Senior Citizens Supervisor	4356	4574	4803	5043	5295
Senior Code Enforcement Officer	5424	5695	5980	6279	6593
Senior Human Services Supervisor	5140	5397	5667	5950	6248
Senior Information Technology Specialist	6251	6563	6892	7236	7598
Senior Leadworker	5052	5305	5570	5849	6141
Senior Learning Coordinator	4356	4574	4803	5043	5295
Senior Management Analyst	7394	7763	8151	8559	8987
Senior Public Works Inspector	6356	6674	7008	7358	7726
Senior Planner	7123	7479	7853	8246	8658
Senior Police Dispatcher	4991	5241	5503	5778	6067
Senior Recreation Supervisor	5140	5397	5667	5950	6248



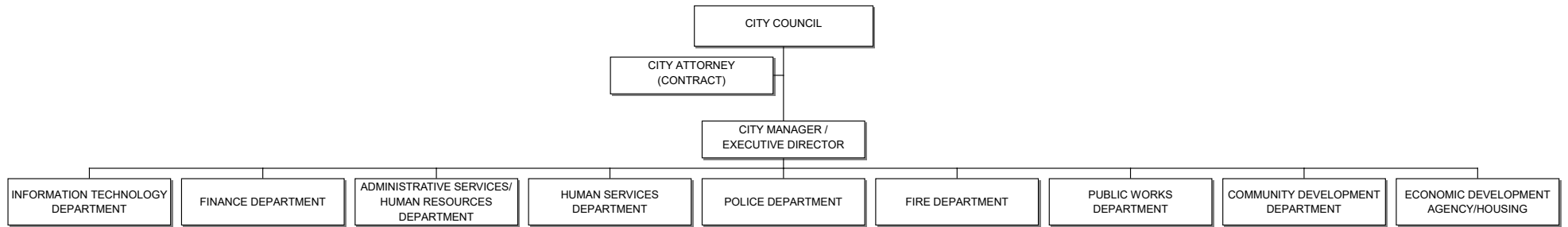
## ORGANIZATION OF LOCAL GOVERNMENT



## OFFICE OF CITY ATTORNEY



## DEPARTMENT ORGANIZATION



## UNIVERSAL LEGEND

MANAGEMENT LEVEL  
CLASSIFICATION

NONMANAGEMENT LEVEL  
CLASSIFICATION

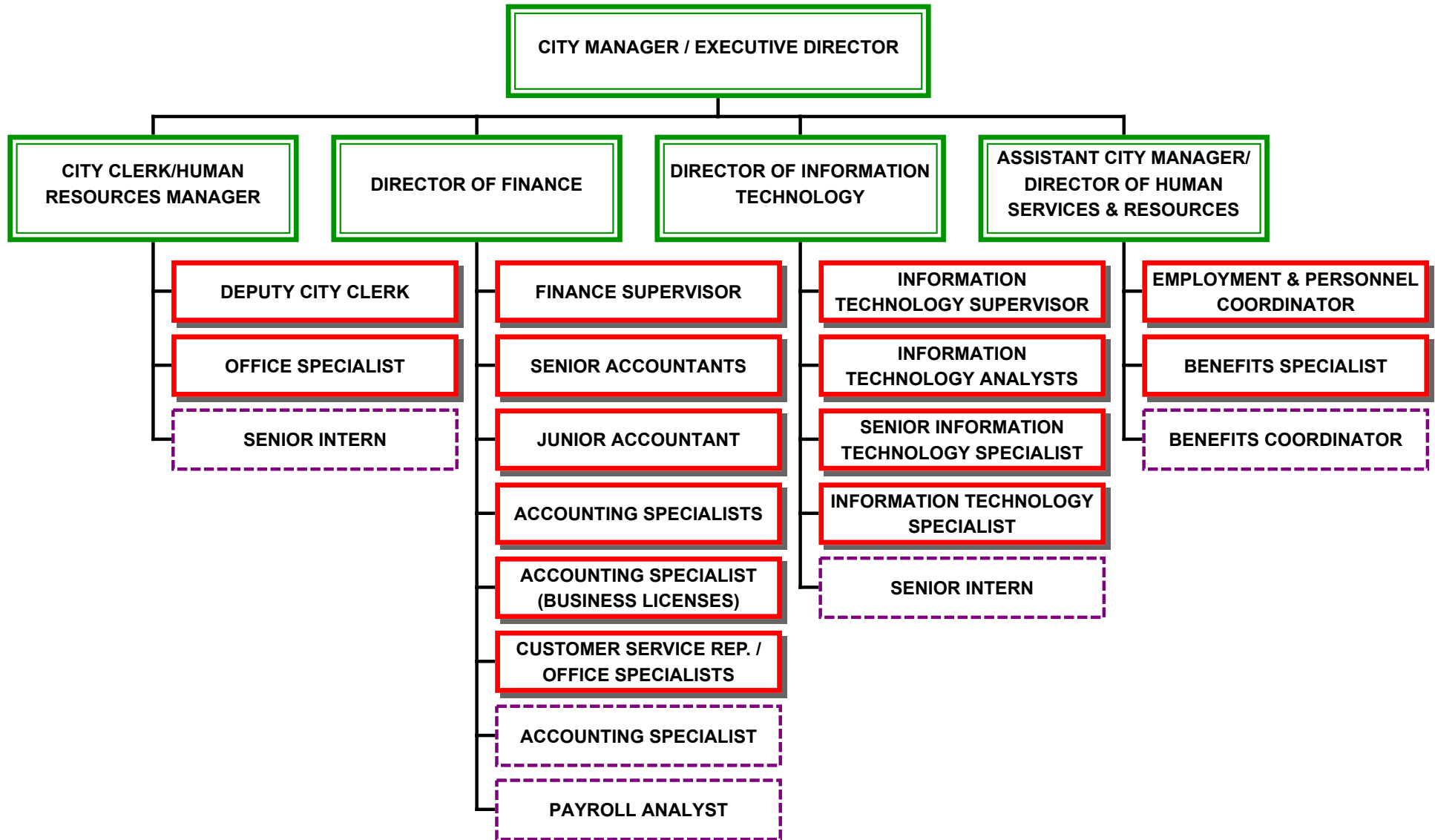
MANAGEMENT SAFETY  
CLASSIFICATION

NONMANAGEMENT SAFETY  
CLASSIFICATION

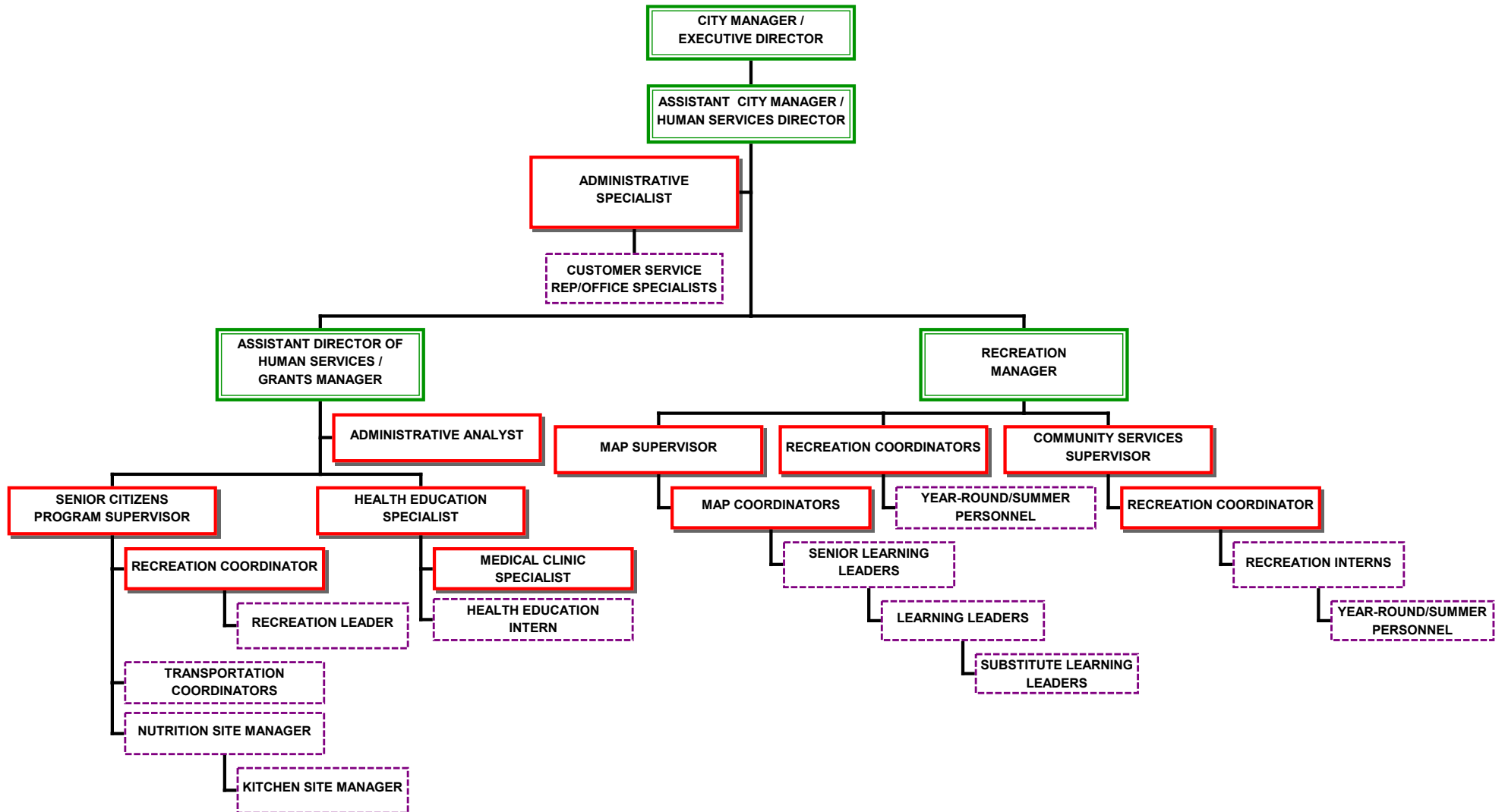
PART-TIME BENEFITTED  
CLASSIFICATION

TEMPORARY/PART-TIME/  
CONTRACT CLASSIFICATION

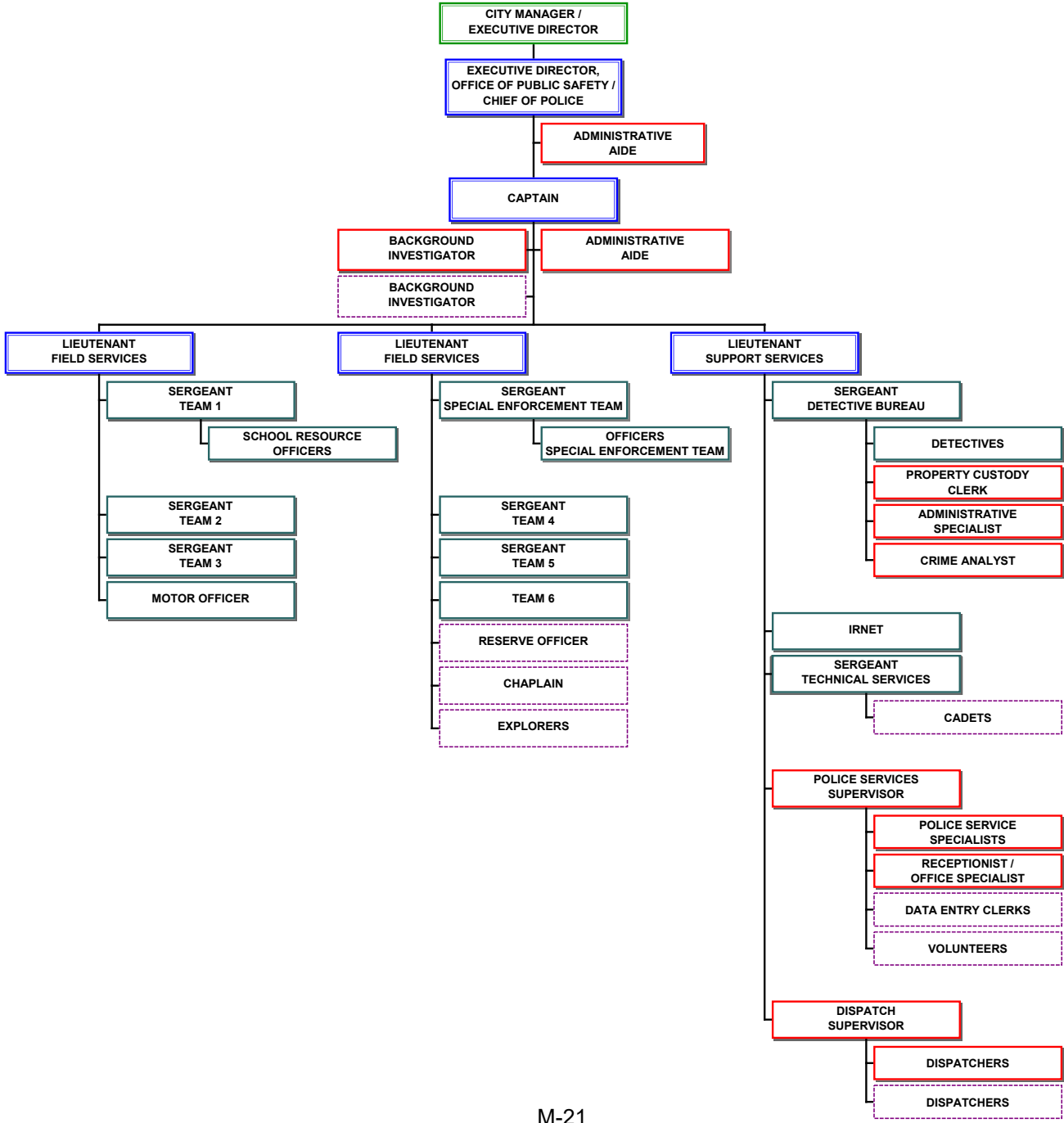
# CITY MANAGER DEPARTMENT



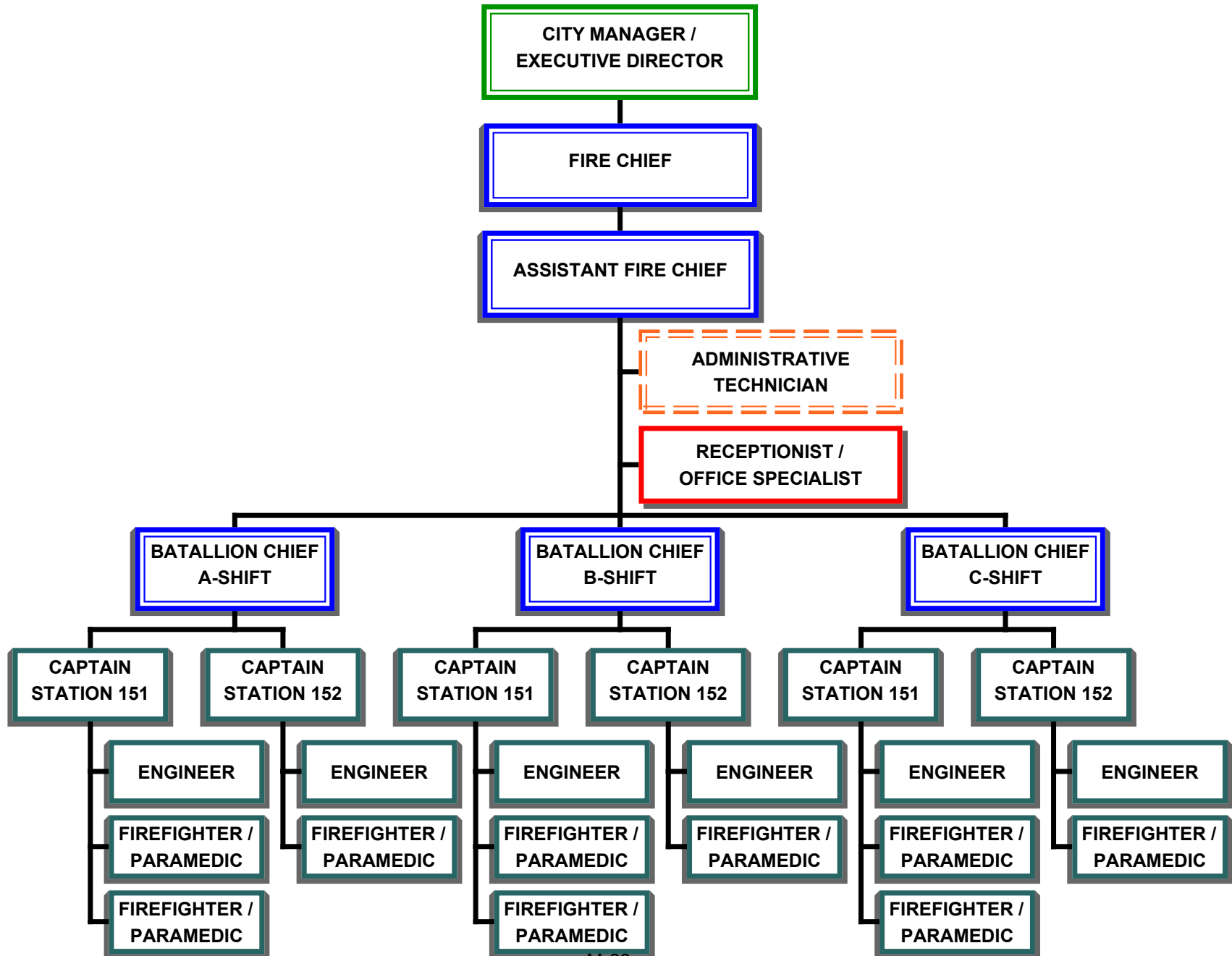
# HUMAN SERVICES DEPARTMENT



POLICE DEPARTMENT

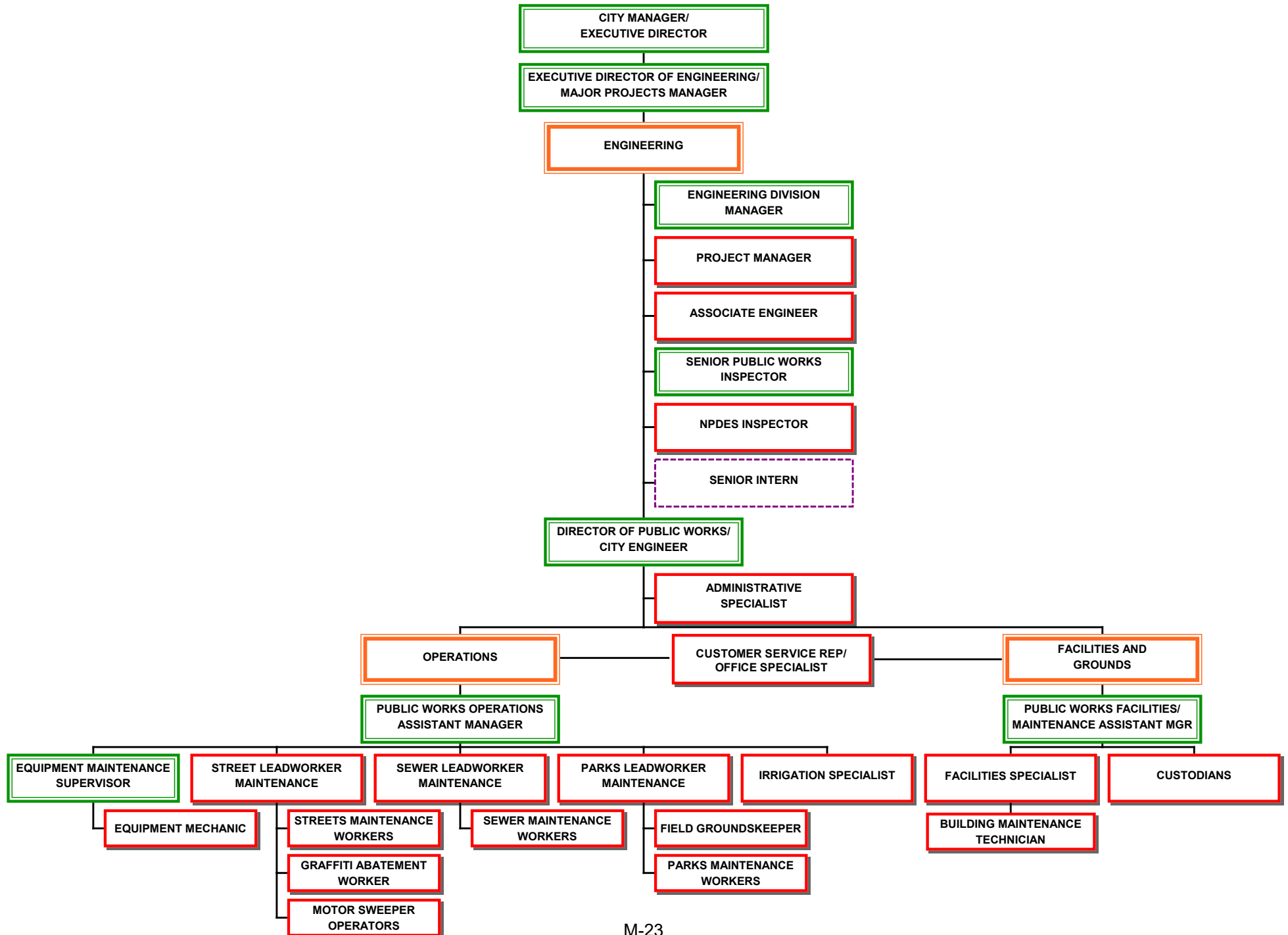


# FIRE DEPARTMENT

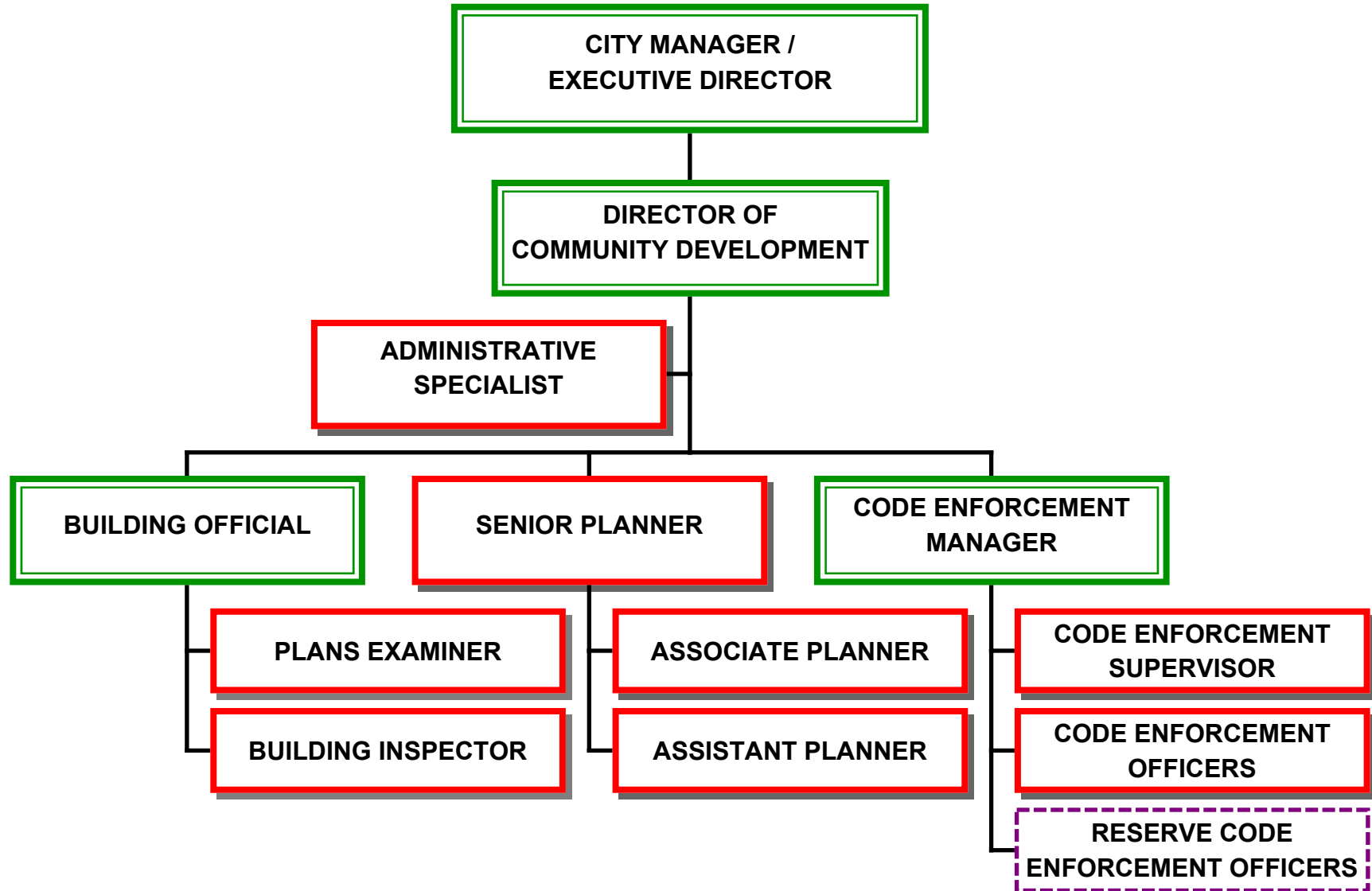




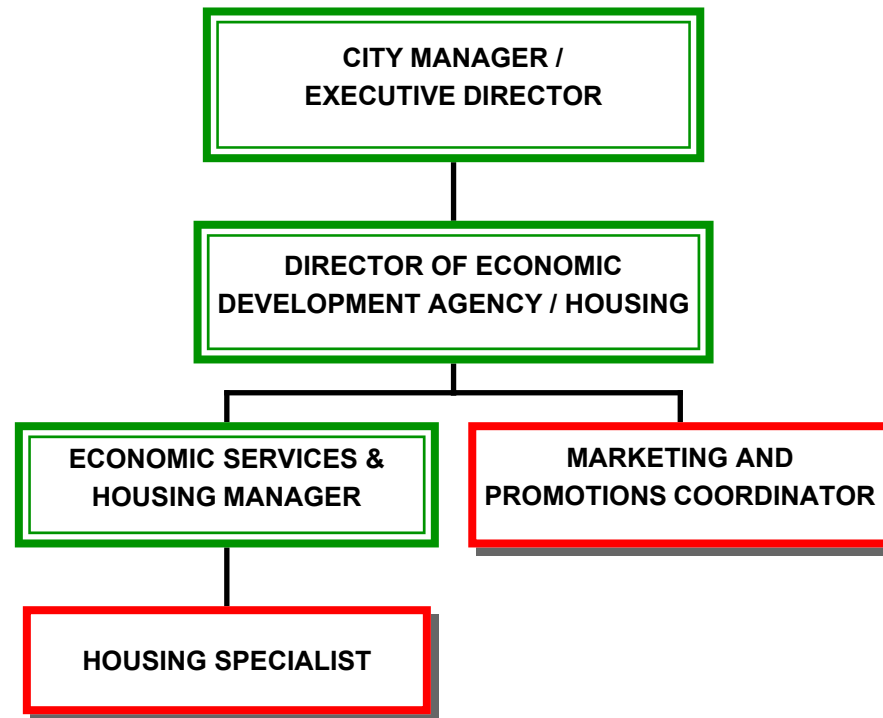
# PUBLIC WORKS DEPARTMENT



# COMMUNITY DEVELOPMENT DEPARTMENT



## ECONOMIC DEVELOPMENT AGENCY/HOUSING DEPARTMENT



# City of Montclair

## FY 2023-24 Adopted Budget

### INDEX

Acronyms .....	M-7
Article 13-B Disclosures .....	42
Budget Development Timeline .....	Ixxiv
Budget Resolution .....	41
City Manager's Message .....	i
Combined Sources & Uses Statement .....	1
Comparative Operating Appropriations Budgets .....	33
Demographic Profile .....	lxx
Departmental Operating Budgets	
City Council Budget .....	A-1 to A-8
City Manager Department Budget .....	B-1 to B-24
City Manager .....	B-3
Information Technology Services .....	B-8
Financial Services .....	B-18
Solid Waste .....	B-22
Administrative Services Department Budget .....	C-1 to C-20
Administration .....	C-3
City Clerk .....	C-10
Personnel/Risk Management Services .....	C-13
Central Services .....	C-17
Human Services Department Budget .....	D-1 to D-25
Recreation .....	D-3
Clinic .....	D-11
Senior Citizens .....	D-14
Nutritional Meals .....	D-17
Family and Health Education .....	D-20
After-School Program .....	D-23
Police Department Budget .....	E-1 to E-42
Administration .....	E-3
Support Services .....	E-8
Technical Services .....	E-11
Records .....	E-15
Investigations .....	E-18
Uniform Patrol .....	E-23
Communications .....	E-33
Volunteer Services .....	E-36
Emergency Preparedness .....	E-40
Fire Department Budget .....	F-1 to F-28
Administration .....	F-3
Emergency Services .....	F-7
Personnel Development .....	F-15
Buildings & Grounds .....	F-20
Emergency Medical Services .....	F-24

**City of Montclair**  
**FY 2023-24 Adopted Budget**  
**INDEX**

Public Works Department Budget.....	G-1 to G-80
Management & Construction .....	G-4
Inspection .....	G-13
Traffic Safety Engineering .....	G-15
Graffiti Abatement.....	G-19
Street Maintenance .....	G-22
Signing & Painting .....	G-29
Street Sweeping .....	G-32
Park Maintenance.....	G-37
Tree Maintenance.....	G-42
Irrigation Maintenance .....	G-45
Vehicle Maintenance .....	G-48
Sewer Maintenance.....	G-54
Building Maintenance Services .....	G-64
Heating & Air Conditioning .....	G-73
Janitorial Services .....	G-77
Community Development Department Budget .....	H-1 to H-38
Planning Commission .....	H-3
Administration .....	H-5
Current Planning.....	H-11
Advance Planning.....	H-14
Field Inspection .....	H-18
Plan Check .....	H-21
Building Operations .....	H-24
Fire Prevention Bureau.....	H-27
General Code Enforcement Unit .....	H-31
Special Ops Code Enforcement Unit.....	H-35
Economic Development Department Budget.....	I-1 to I-7
City Attorney Budget .....	J-1 to J-4
Citywide Department Budget .....	K-1 to K-3
CFD Operations .....	L-1 to L-7
CFD 2011-1 Paseos/Alexan .....	L-2
CFD 2011-2 Arrow Station .....	L-5
Equipment Replacement Funding Analysis.....	M-1
Fund Descriptions.....	3
Glossary of Terms .....	M-4
Graphs	
General Fund Revenues by Source.....	31
Operating Budget by Department .....	34
General Fund Operating Budget by Department .....	36
Operating Budgets by Object Class.....	38
History of Montclair .....	lxvi

**City of Montclair**  
**FY 2023-24 Adopted Budget**  
**INDEX**

Map of Montclair .....	lxxiii
Notes to Actual & Estimated Revenues .....	24
Notes to City's Combined Sources & Uses Statement.....	2
Operating Appropriations Budget by Fund .....	35
Operating Budget – Totals by Fund.....	32
Operating Appropriations Budget by Object Class.....	37
Organization Charts.....	M-15 to M-25
Revenues – Actual and Estimated .....	12
Revenues – Summary Schedule by Fund.....	10
Salary Schedule.....	M-11
Summary of Authorized Full Time Positions .....	39